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EPSOM & EWELL BOROUGH COUNCIL

PLEASE NOTE: this will be a 'virtual meeting'.

The link to the meeting is: <https://attendee.gotowebinar.com/register/2416960062429310735>
Webinar ID: 807-105-307

Telephone (listen-only): 0330 221 9922, Telephone Access code:753-052-445

13 July 2020

SIR OR MADAM

I hereby summon you to attend a meeting of the Council of the Borough of Epsom and Ewell which will be held virtually on **TUESDAY, 21ST JULY, 2020** at **7.30 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf. A link to the meeting is provided above.

Prayers will be said by the Mayor's Chaplain prior to the start of the meeting.

A handwritten signature in black ink, appearing to read 'K. Beldan'.

Chief Executive

Public information

Please note that this meeting will be a ‘virtual meeting’

This meeting will be held online and is open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council’s website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection.

Information about the membership of the Council is available on the [Council’s website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Council are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Mayor agree to discuss any other such matters on the grounds of urgency, the Council will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are not permitted at meetings of the Council. [Part 4 of the Council’s Constitution](#) sets out which Committees are able to receive public questions, and the procedure for doing so.

COUNCIL

Tuesday 21 July 2020

7.30 pm

<https://attendee.gotowebinar.com/register/2416960062429310735>

For further information, please contact Democratic Services, democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

AGENDA

1. **DECLARATIONS OF INTEREST**

To receive declarations of the existence and nature of any Disclosable Pecuniary Interests from Members in respect of any item to be considered at the meeting.

2. **MINUTES** (Pages 5 - 10)

To confirm the Minutes of the Meeting of the Council held on 13 February 2020.

3. **MAYORAL COMMUNICATIONS/BUSINESS**

To receive such communications or deal with such business as the Mayor may decide to lay before the Council.

4. **QUESTIONS** (Pages 11 - 20)

This report sets out the questions submitted which have been accepted under FCR 12, Part 4 Rules of Procedure, of the Constitution.

5. **CHAIRMEN'S STATEMENTS** (To Follow)

6. **THE COUNCIL'S RESPONSE TO THE COVID-19 PANDEMIC** (Pages 21 - 70)

This report sets out the Council's response to the Covid-19 pandemic following a major incident being formally declared across Surrey on 19 March 2020.

7. **FINANCIAL IMPACT OF COVID-19** (Pages 71 - 82)

This report sets-out the financial impact of Covid-19 on the Council in the first quarter of 2020/21, and details funding sources to mitigate the impact.

8. **LOCAL GOVERNMENT STRUCTURE IN SURREY** (To Follow)

9. **MOTIONS** (Pages 83 - 92)

This report sets out notices of motions ruled in order by the Mayor in consultation with the Chief Legal Officer.



EPSOM AND EWELL

Minutes of the Meeting of the COUNCIL of the BOROUGH OF EPSOM AND EWELL held at the Council Chamber - Epsom Town Hall on 13 February 2020

PRESENT -

The Mayor (Councillor John Beckett); The Deputy Mayor (Councillor Humphrey Reynolds); Councillors Arthur Abdulin, Kate Chinn, Christine Cleveland, Monica Coleman, Alex Coley, Nigel Collin, Neil Dallen, Hannah Dalton, Liz Frost, Bernice Froud, Rob Geleit, David Gulland, Christine Howells, Previn Jagutpal, Eber Kington, Jan Mason, Debbie Monksfield, Julie Morris, Bernie Muir, Barry Nash, Phil Neale, Peter O'Donovan, David Reeve, Guy Robbins, Clive Smitheram, Alan Sursham, Chris Webb, Peter Webb and Clive Woodbridge

Absent: Councillors Steve Bridger, Robert Foote, Chris Frost, Luke Giles, Colin Keane, Steven McCormick and Lucie McIntyre

37 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors regarding items on the Agenda.

38 MINUTES

The Minutes of the Normal Meeting of the Council held on 18 December 2019, Special Meeting on 18 December 2019 and Extraordinary Meeting on 20 January 2020 were agreed as a true record and signed by the Mayor.

39 MAYORAL COMMUNICATIONS/BUSINESS

The Mayor announced the sad passing of Colin Taylor who was a former Mayor, Borough Councillor and Surrey County Councillor. The Mayor and Councillors Julie Morris, Bernie Muir, Eber Kington and Kate Chinn paid tribute to his service to the Council and local community.

The Council observed a minute's silence.

The Mayor made a number of announcements relating to noteworthy events over the past two months and to forthcoming charity events.

40 CHANGES TO MAYORAL BUDGET AND MEMBER ALLOWANCES

Council received a report presenting proposals for changes to the Mayoral Budget and also the work undertaken by the Independent Remuneration Panel (IRP) and their recommendations in respect of Special Responsibility Allowances.

Councillor Eber Kington **MOVED** the recommendations in the report.

Councillor Barry Nash **SECONDED** the recommendations in the report.

Upon being put the recommendations were **CARRIED** with 25 being in favour, 5 against and the Mayor not voting.

Accordingly, it was resolved that Council:

- (1) **Agreed to increase the Mayoral Budget to £9,627 in 2019/20, with subsequent annual increases linked to CPI inflation;**
- (2) **Noted the report and recommendations of the IRP;**
- (3) **Agreed a Member should receive more than one Special Responsibility Allowance if they qualify for more than one such allowance;**
- (4) **Agreed the Chairman/ Chair of the Standards Committee should receive a Special Responsibility Allowance equivalent to 10% of the Basic Allowance;**
- (5) **Agreed the Chairman of the Majority Group should receive an Special Responsibility Allowance equivalent to 100% of the Basic Allowance;**
- (6) **Agreed all Vice Chairmen/Chairs (including the Vice Chairman/Chair of the Planning Committee) should receive 50% of what their respective Chairmen receive.**

41 EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT

Council received a report presenting the recommendations of the Strategy and Resources Committee with regard to the approval of the draft Epsom & Ewell Borough Council Pay Policy Statement 2020/21.

Councillor Eber Kington **MOVED** the recommendation in the report.

Upon being put the recommendation was **CARRIED** with 27 being in favour, 3 abstaining and the Mayor not voting.

Accordingly, it was resolved that Council:

- (1) **Approved the Pay Policy Statement for 2020/21.**

42 BUDGET REPORT 2020-21

The Council gave consideration to its 2020/21 budget, comprising both revenue and capital expenditure plans and Council Tax amounts for each band of dwelling. The report took account of the recommendations of the Community & Wellbeing, Environment & Safe Communities and Strategy & Resources Committees (appertaining to fees and charges, the revenue budget and capital programme).

In moving the recommendations of the Chief Finance Officer, the Chairman of the Strategy and Resources Committee, Councillor Eber Kington, made a statement to the Council on the budget for 2020/21 to which Councillors Kate Chinn and David Gulland responded.

Upon being put, the **MOTION** was **CARRIED**, there being 24 members in favour, 3 against and 4 abstentions as detailed below.

Accordingly, it was resolved:

- (1) **That it be noted that, under delegated powers, the Chief Finance Officer calculated the amount of the Council Tax Base as 33,019.91 (Band 'D' equivalent properties) for the year 2020/21 calculated in accordance with the Local Government Finance Act 1992, as amended (the "Act").**
- (2) **That the following estimates recommended by the policy committees be approved:-**
 - a. **The revised revenue estimates for the year 2019/20 and the revenue estimates for 2020/21.**
 - b. **The capital programme for 2020/21 and the provisional programme for 2021 to 2023, as summarised in the capital strategy statement.**
- (3) **That the fees and charges recommended by the Policy Committees be approved for 2020/21.**
- (4) **That the Council Tax Requirement for the Council's own purposes for 2020/21 is £6,713,278.**
- (5) **That the Council received the budget risk assessment at Annexe 7 of the report and noted the conclusion of the Chief Finance Officer that these budget proposals are robust and sustainable as concluded in the report.**
- (6) **That the Council received the Chief Finance Officer Statement on the Reserves as attached at Annexe 9 to the report.**
- (7) **That the Council agreed the Prudential Indicators and Authorised Limits for 2020/21 as set out in Annexe 12 to the report including:-**
 - a. **Affordability Prudential Indicators.**

- b. The actual and estimated Capital Financing Requirement.
 - c. The estimated levels of borrowing and investment.
 - d. The authorised and operational limits for external debt.
 - e. The treasury management prudential indicators.
- (8) That the following amounts be now calculated for the year 2020/21 in accordance with sections 31 to 36 of the Act:
- a. £55,456,707 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.
 - b. £48,743,429 being the aggregate of the amounts which the Council estimates for the items set out in section 31(A)3 of the Act.
 - c. £6,713,278 being the amount by which the aggregate at 8(a) above exceeds the aggregate at 8(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its council tax requirement for the year.
 - d. £203.31 being the amount at 8(c) above divided by the amount at (1) above, calculated by the Council, in accordance with section 31(B) of the Act, as the basic amount of its council tax for the year.
- (9) To note that Surrey County Council and Surrey Police Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below:-

SURREY COUNTY COUNCIL

Band :	A £	B £	C £	D £	E £	F £	G £	H £
Amount	1,007.64	1,175.58	1,343.52	1,511.46	1,847.34	2,183.22	2,519.10	3,022.92

SURREY POLICE AUTHORITY

Band :	A £	B £	C £	D £	E £	F £	G £	H £
Amount	180.38	210.44	240.51	270.57	330.70	390.82	450.95	541.14

- (10) That the Council, in accordance with Section 30 to 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2020/21 for each of the categories of dwellings.

EPSOM AND EWELL BOROUGH COUNCIL

Band :	A £	B £	C £	D £	E £	F £	G £	H £
Amount	135.54	158.13	180.72	203.31	248.49	293.67	338.85	406.62

AGGREGATES OF COUNCIL TAX REQUIREMENTS

Band :	A £	B £	C £	D £	E £	F £	G £	H £
Amount	1,323.56	1,544.15	1,764.75	1,985.34	2,426.53	2,867.71	3,308.90	3,970.68

(11) That the Council agreed the Medium Term Financial Plan for 2020-24, including a new Medium Term Financial Strategy.

Voting on the recommendations of this item of the agenda was recorded as follows:

Budget and Council Tax 2020-21 (Budget decision)	
Councillor John Beckett	Abstain
Councillor Humphrey Reynolds	For
Councillor Arthur Abdulin	For
Councillor Kate Chinn	Against
Councillor Christine Cleveland	For
Councillor Monica Coleman	For
Councillor Alex Coley	For
Councillor Nigel Collin	For
Councillor Neil Dallen	For
Councillor Hannah Dalton	For
Councillor Liz Frost MSc FCOptom	For
Councillor Bernice Froud	For
Councillor Rob Geleit	Against
Councillor David Gulland	Abstain
Councillor Christine Howells	For
Councillor Previn Jagutpal	For
Councillor Eber Kington BA Cert Ed	For
Councillor Jan Mason	For
Councillor Debbie Monksfield	Against
Councillor Julie Morris	Abstain
Councillor Bernie Muir	Abstain
Councillor Barry Nash	For
Councillor Phil Neale	For
Councillor Peter O'Donovan	For
Councillor David Reeve	For
Councillor Guy Robbins	For
Councillor Clive Smitheram	For
Councillor Alan Sursham	For
Councillor Chris Webb	For
Councillor Peter Webb	For
Councillor Clive Woodbridge	For
Carried	

The meeting began at 7.30 pm and ended at 9.12 pm

COUNCILLOR JOHN BECKETT
MAYOR

QUESTIONS

Head of Service: Amardip Healy, Chief Legal Officer

Wards affected: (All Wards);

Urgent Decision?(yes/no)

If yes, reason urgent decision required:

Appendices (attached): Appendix 1: Question 1
Appendix 2: Question 2
Appendix 3: Question 3

Summary

This report sets out the questions submitted which have been accepted under FCR 12, Part 4 Rules of Procedure, of the Constitution.

Recommendation (s)

The Council is asked to:

(1) consider the Questions in accordance with Standing Orders.

1 Reason for Recommendation

- 1.1 The rules regarding the submission of questions to Council are set out in Part 4 of the Council's Constitution (Rules of Procedure).
- 1.2 Notice of a question must be given in writing and delivered to the Chief Legal Officer by no later than noon on the tenth clear working day before the date of the meeting at which it was intended to be considered.
- 1.3 Standing orders set out a process for questions to be put by its Members to the Mayor or the Chairman of any committee, sub-committee or advisory panel.
- 1.4 The question must be relevant to some matter on which the Council has statutory powers or duties, or which affects the Borough or its inhabitants.

2 Background

- 2.1 The process and procedure for debate is set out in Part 4 of the Constitution. FCR 12.8 sets 30 minutes and their replies. A member asking a Question is allowed to ask one supplementary question, which must arise from the reply given.
- 2.2 The table below sets out the questions submitted and accepted under FCR12, each Question will be taken in the order listed:

Question/ Appendix	Title	Member	Committee
1	How will the funds allocated from the EU Regional Development Fund be used?	Cllr D Gulland	Strategy & Resources
2	How does the status of our Local Plan compare with other Boroughs in Surrey?	Cllr J Morris	Licensing & Planning Policy
3	Will the Chairman of S&R provide an update on the Leader of SCC's call and plans for a Unitary Authority in Surrey?	Cllr P O'Donovan	Strategy & Resources

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 No comments are provided on Questions.

3.2 Crime & Disorder

3.2.1 No comments are provided on Questions.

3.3 Safeguarding

3.3.1 No comments are provided on Questions.

3.4 Dependencies

3.4.1 No comments are provided on Questions.

3.5 Other

3.5.1 No comments are provided on Questions.

4 Financial Implications

- 4.1 No comments are provided on Questions.
- 4.2 **Section 151 Officer's comments:** No comments are provided on Questions.

5 Legal Implications

- 5.1 No comments are provided on Questions.
- 5.2 **Monitoring Officer's comments:** No comments are provided on Questions.

6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
No comments are provided on Questions.
- 6.2 **Service Plans:** No comments are provided on Questions.
- 6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on Questions.
- 6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on Questions.
- 6.5 **Partnerships:** No comments are provided on Questions.

7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- Epsom and Ewell Borough Council Constitution

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Questions to Council Request Form

Name of Councillor asking Question	Cllr D Gulland
Proposed Title of Question	How will the funds allocated from the EU Regional Development Fund be used?
Question Set out question in full	<p>In a note from the Member Recovery Cell, there was notification of a £71,062 grant to help enable safe trading to take place in public spaces.</p> <p>What progress has been made in identifying suitable projects for use of these funds and will the Council confirm that it will be used in accordance with the requirements by the deadline of 31 March 2021?</p>
Relevant Committee(s) Question might relate to	Strategy & Resources Committee

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Questions to Council Request Form

Name of Councillor asking Question	Cllr J Morris
Proposed Title of Question	How does the status of our Local Plan compare with other Boroughs in Surrey?
Question Set out question in full	We would like details on how we compare with the 10 other Surrey borough councils in terms of having an up to date Local Plan to work from. In particular: 1 – how do the dates of other Local Plans (or their equivalents) compare to ours? 2 - when did work on updating documentation from the existing Core Strategy begin, 3 - and when is completion of our Plan anticipated?
Relevant Committee(s) Question might relate to	Licensing and Planning Policy Committee

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Questions to Council Request Form

Name of Councillor asking Question	Peter O'Donovan
Proposed Title of Question	Unitary Authority
Question Set out question in full	Will the Chairman of S&R provide an update on the Leader of SCC's call and plans for a Unitary Authority in Surrey.
Relevant Committee(s) Question might relate to	Strategy and Resources Committee

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THE COUNCIL'S REPOSE TO THE COVID-19 PANDEMIC

Head of Service:	Leadership Team
Wards affected:	All
Urgent Decision?	No
If yes, reason urgent decision required:	
Appendices (attached):	<ol style="list-style-type: none">1. Thank you messages to Council and staff2. Headline response numbers3. Staffing the emergency response4. Council Emergency response structure5. Council Recovery structure6. Terms of Reference Members Communications Cell7. Terms of Reference Member Recovery Cell8. Terms of Reference – High Streets Task Force

Summary

This report sets out the Council's response to the Covid-19 pandemic following a major incident being formally declared across Surrey on 19 March 2020.

Recommendation (s)

Council are asked to:

- (1) Note the significant action taken by the Council and its staff in response to the Covid-19 pandemic, including providing essential support to the most vulnerable in the local community and to local businesses and action to keep essential services running.**

1 Reason for Recommendation

- 1.1 The Council and the local community faced (and continue to face) a significant and unprecedented challenge created by the global Covid-19 Pandemic. In this context, the Council as a provider of essential services responded immediately and vigorously to the unfolding situation which impacted on all parts of the Council's operation. This report sets out the key role and actions undertaken by the Council during the emergency period.

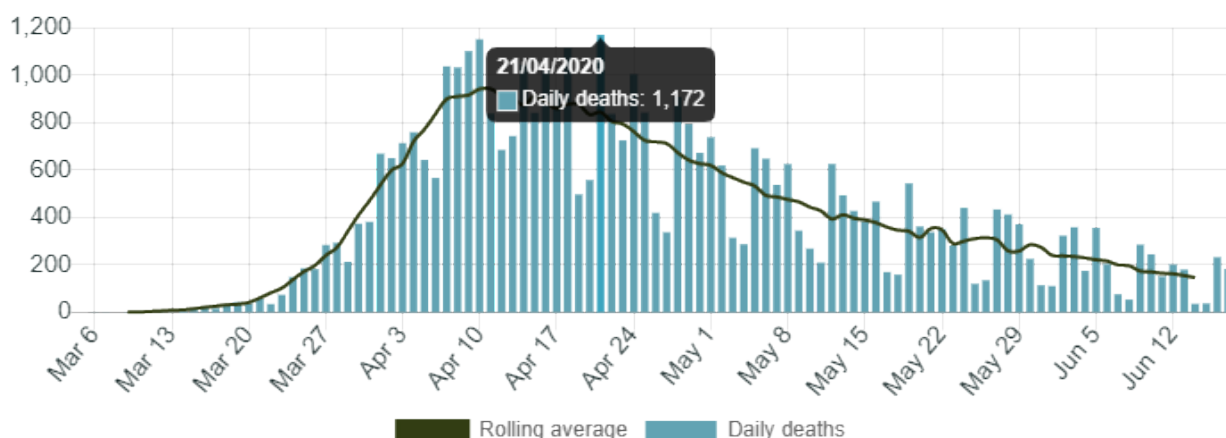
2 Background

- 2.1 Local government has a crucial role in responding to emergencies and helping communities impacted by them. The Civil Contingencies Act 2004 sets out the legislative framework for responding to civil emergencies, which includes an event or situation which threatens serious damage to human welfare or the environment of a place. The Civil Contingencies Act sets out the structure and governance for coordinating the emergency response
- 2.2 On the 31 December the Wuhan Municipal Health Commission, China, reported a cluster of cases of pneumonia in Wuhan, Hubei Province. This led to a novel coronavirus being identified and named Covid-19. On the 28 January the death of a UK National due to Covid-19 was confirmed on the Diamond Princess Ship anchored at the Yokohama port in Japan. By 5 March the first death in the UK was confirmed due to Covid-19.
- 2.3 On the 11 March 2020 the World Health Organization (WHO) declared the outbreak of COVID-19 a pandemic, confirming that it had spread world-wide.
- 2.4 On 19 March a Civil Emergency was declared across Surrey, and the following day the Government announced the closure of all schools, restaurants, pubs and social venues. On 24 March the Government confirmed in a nation-wide text alert that everyone should stay at home (other than NHS and other essential workers), marking the start of the lock-down.
- 2.5 In responding to the unfolding emergency, the Council had to establish emergency governance arrangements and be mindful of and stay aligned to the unfolding national and Surrey-wide requirements which have continued throughout the emergency period.
- 2.6 As a category 1 provider under the Civil Contingencies legislation the Council are part of the Surrey Local Resilience Forum (SLRF). These local resilience forums are a mechanism set out to co-ordinate local emergency, responses and recovery and interfaces with the Ministry of Housing, Communities and Local Government (MHCLG).

3 The scale and speed of the pandemic

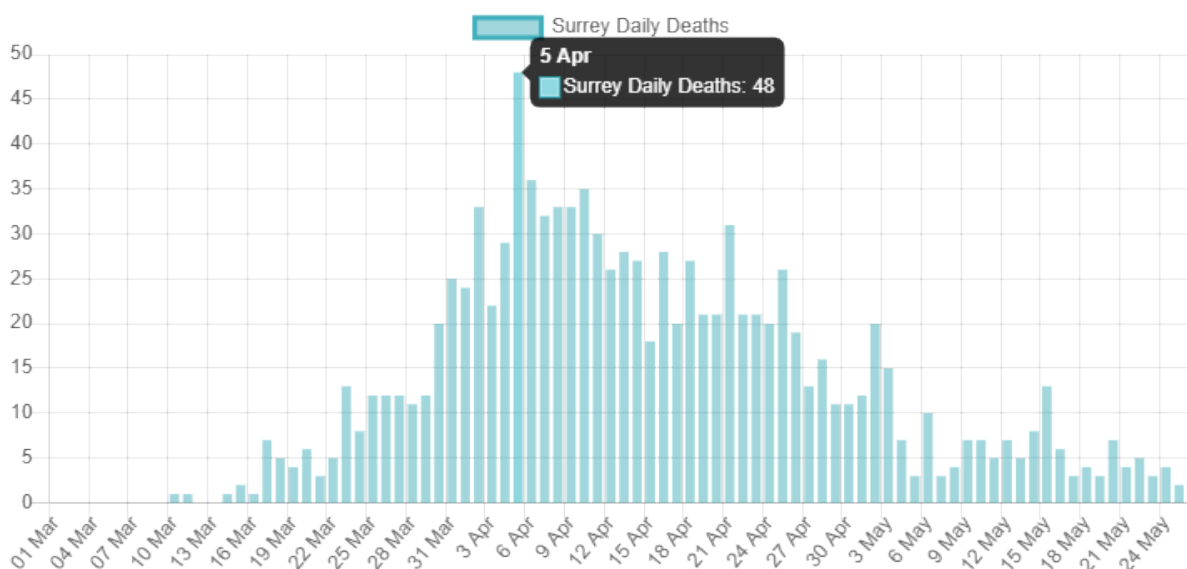
3.1 On the 31 January 2020 the first cases of Covid-19 in the UK were confirmed and the first reported death due to the virus followed by 5 March. On 15 March 2020 the first death due to Covid-19 was confirmed in Epsom and Ewell.

3.2 At the time of writing on 18 June 2020, the total number of confirmed cases of Covid-19 in the UK is 299,251 and the total number of deaths 42,153. The following graph shows how the number of fatalities due to Covid-19 has changed over this period.

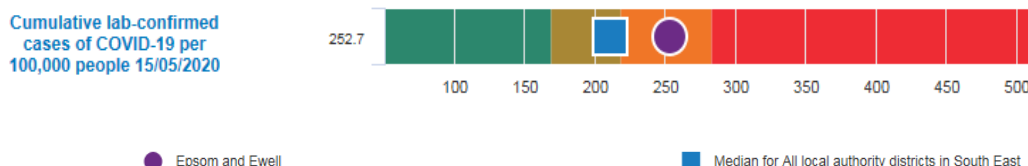


3.1 Although daily deaths in the UK due to Covid-19 have been falling since 21 April 2020, the numbers in other countries are still on the increase. The World Health Organisation has reported that the total number infected with Covid-19 globally is global infection at 8,223,454 and total deaths due to Covid-19 at 444,813.

3.2 Across Surrey the deaths due to Covid-19 have been falling since the peak in 5 April 2020.



- 3.3 In Epsom and Ewell number of confirmed cases of Covid-19 per 100,000 population has been higher than average for Boroughs and Districts in the South East of England. The reason for this is not known but Epsom and Ewell's close proximity to London which has the highest rates of mortality due to Covid-19 in the UK, may be a contributing factor.



- 3.4 Looking at the numbers of confirmed cases of Covid-19 infection across Boroughs and Districts in Surrey, Epsom and Ewell was broadly at the mid-point and less than half the level of the borough with the highest number.

As of 17 June 2020

Lab confirmed cases

Borough

Elmbridge	263
Epsom and Ewell	208
Guildford	386
Mole Valley	230
Reigate and Banstead	524
Runnymede	195
Spelthorne	192
Surrey Heath	285
Tandridge	204
Waverley	306
Woking	189

- 3.5 The impact of the pandemic on the lives of local people and local businesses has been unprecedented and its aftermath including the impact on the economy is likely to be felt for some time into the future. One measure of this is the impact on local employment. Even with the furloughing arrangements that have been in place, there has been a sharp increase in the number of new claimants in the borough for Universal Credit since the start of the lock down. For example the number of new claimants increased from just 34 in the week commencing 8 March, to 569 in the week commencing 22 March – probably the biggest increase on record.

3.6 Once a major incident was declared across Surrey on 19 March 2020, Epsom and Ewell Borough Council immediately put in place its own established arrangements for coordinating its response to the emergency. This covered the following:

- Co-ordinating the Council's emergency response
- Maintaining essential services
- Establishing the Community Hub to support the most vulnerable
- Support for businesses impacted by the pandemic
- Keeping staff safe and well
- Planning and coordinating the recovery of services

4 Coordinating the Council's Emergency Response

4.1 Following the declaration of major incident across Surrey on 19 March 2020, the Borough Council then immediately put in place the necessary governance arrangements at a borough level. This enabled the Council to align to the Command Centre arrangements established by the Surrey-wide Local Resilience Forum SLRF including their Strategic Coordinating Group, (Gold), Tactical Co-ordinating Group (TSG) or Silver and a range of operational cells covering an Incident Management Team and Borough Emergency Control Centre:

Cell 1: Welfare (Volunteer & Vulnerable)

Cell 2: Excess Death Planning / Death Management Group

Cell 3: Supporting Critical/Key Workers

Cell 4: Local Infrastructure

Cell 5: Multi-Agency Information Group (MIG)

Cell 6: Workforce

Cell 7: Personal Protective Equipment (PPE)

Cell 8: Community Care

Cell 9: Covid-19 Surge Capacity

4.2 A number of officers from across the Council came forward at the start of the emergency to support these cells and the other elements of the Council's emergency response. They took on new roles, worked long hours and in difficult circumstances to ensure that everything possible was being done to respond to the unfolding emergency.

- 4.3 The Strategic Co-ordinated Group (SCG) operated from Surrey Police headquarters at Mount Browne, initially met twice daily including weekends and was jointly supported by both the Council's Head of Corporate Governance, Performance & Policy and the Head of HR & OD. The Emergency Planning and Business Continuity Advisor supported the TSG with twice daily meetings and a number of staff were set up for the key contacts for the relevant operational cells. The MIG were responsible for providing the top lines brief and formed the basis of subsequent local borough level communications. .
- 4.4 In Epsom and Ewell, the Council's operational response is delivered through an Incident Management Team (IMT) and a Borough Emergency Control Centre (BECC). The governance and structure was set up under incredibly challenging circumstances at the start of the national lock-down period, and required important operational decisions to be taken in a rapidly changing environment and involved long working hours for all those involved. As well as dealing with Covid-19, the Council's emergency arrangements also had to respond to other incidents including outage at Epsom Water Treatment works potentially affecting 18,000 homes.
- 4.5 The role of the BECC is to co-ordinate the council's tactical response to an incident. It is scalable and adaptable resource and its primary objectives were to:
- Provide a focal point for the tactical emergency
 - Provide a single point of contact
 - Ensure accurate records are maintained
- 4.6 The BECC was initially operated 7 days a week and had 4 cells covering ;
- Environment
 - Information and support
 - Welfare
 - Staff
- 4.7 In total 5 borough Council staff came forward to take on key roles in the IMT, 11 staff in the BECC, 13 staff for the Community Hub and 15 staff in the front-line Response Team.
- 4.8 Operational Incident Management Team (IMT) Structure

<p>Incident Management Team (IMT) <u>Membership</u></p> <ul style="list-style-type: none"> • CE / COO • Head of HR/OD • Head of PPG • Head of H&ES • BECC Manager • Comms • EE Police 	<p>FROM THE IMT - information for actioning / communications</p> <ul style="list-style-type: none"> • BECC Manager • Communications Cell (public info, Members, etc) • HR/OD – staff issues, staff messaging • Feeding into the multi-agency Strategic Co-ordinating Group (SCG) 	<p>EEBC key priorities (ranked)</p> <ul style="list-style-type: none"> • Staff safety • Save life and reduce harm (working with key partners) • Supporting residents, esp. vulnerable • Providing services essential to the response to Covid19 • Protect the local economy
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4.9 The Borough Emergency Control Centre Structure which included the Police ensured that there was a joined up approach across the borough:

Staffing

- Staff welfare
- Staff queries
- Ongoing HR activity (e.g. payroll)
- Identifying staff to support the response

Support and Information Cell

- Triage emails into the Covid19 a/c
- HR (workforce issues, staff messaging, managing volunteers, redeploying staff)
- Collating data for IMT
- Store incoming information
- Check minutes of multi-agency meetings and bring B/D relevant issues to the attention of the BECC Manager
- Legal issues

BECC – provides the conduit for all information relating to the tactical and operational response

Environment Cell

- Buildings (support staff, cleaning, maintenance)
- Cemetery Services (provision of burial space, services)
- Refuse and other collections
- Car parks / parking permits
- Street cleaning
- Environmental issues / business closures / PPE

Welfare Cell / Community Hub

- support vulnerable people with phone calls, referring on to other agencies, collection of prescriptions, delivery of standard food boxes)
- Community Services (meals at home, shopping, community alarm)
- Housing
- Revs and Bens
- Liaison with voluntary groups / volunteers

4.10 A Members Communications Cell was established early in the emergency and consisted of those Council Members who had previously been identified for this role as part of the Council's established emergency planning arrangements, and had already been trained in Crisis communication.

4.11 Council Members have also had a central role in planning the recovery process through the establishment of a Member Recovery Cell. This has reviewed plans for re-opening services that were suspended at the start of the pandemic and have helped prioritise the services and functions that needed to return first, ensuring that this is done in a coordinated way and reflects local need.

5 Maintaining Essential Services

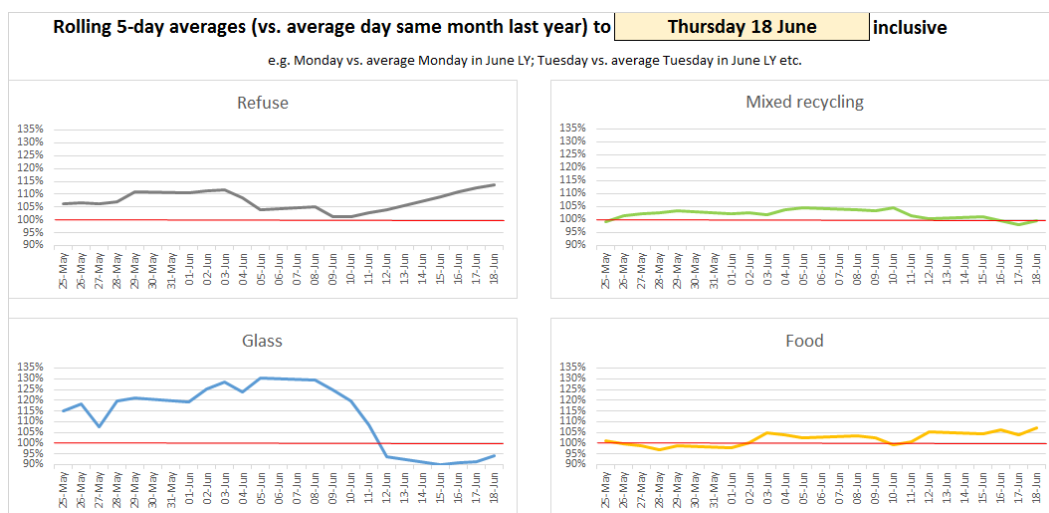
5.1 Once a major incident was declared across Surrey and following the Government's lock down instructions, one of the Council's first priorities was to also take action to ensure that essential services could continue to operate despite the very significant challenges. This included core front-line services such as refuse collection and recycling, keeping parks open, the streets cleaned, continuing to provide the meals at home service, customer service and revenues and benefits to name a few.

5.2 Council also relied on the continued operation of key Council support services such as, Communications, Finance, ICT, and Human Resources and Payroll, Property and Estates and Legal and Democratic Services.

- 5.3 Communications has also had to be ramped up, ensuring that residents, businesses, Members and staff were kept informed of the rapidly changing circumstances and the evolving government advice. Despite more than quadrupling the communications output through key channels and moving to daily briefings during the most fast moving periods of the emergency it has still been very challenging to keep up with the pace at which things have continued to change and the uncertainty created by national policy announcements during the pandemic that were not always accompanied at the same time by the necessary detail on which to properly determine the implications for the Council. To date 48 Staff Updates and 47 Members Updates have been produced and published by the Communications team providing key information in a timely as possible way.
- 5.4 The Council's ICT team in particular needed to rapidly increase the capacity of core Council systems to be operated remotely, and enable relevant Council staff to carry out their work from home. They also procured and deployed a video conference solution to enable home working via teleconferencing and videoconferencing, and with changes in Government legislation, enabled virtual public meetings to take place, including enabling Planning Committee meetings to re-commence.
- 5.5 The Council's Contact Centre and Business Support service was also available throughout ensuring that Council main phone number, email addresses and enquiries through the Council's website were answered, followed up and responded to and that residents always had access to the most up to date information.
- 5.6 The Council's Revenues and Benefits service not only needed to ensure that residents continued to receive the welfare benefits that they were entitled to but also had to respond to a dramatically increased workload in managing and distributing the various financial support schemes for businesses that were put in place and that are described in more detail later in this report.
- 5.7 The Council's Environmental Health staff had a key role in ensuring that businesses complied with Government guidance during the lock down, responded to a higher number of neighbour complaints as well as responding to requests for advice and guidance from numerous local businesses including restaurants that are hoping to reopen in July. The staff are also on standby to assist with the programme of Test and Trace with their skills gained from managing infectious disease outbreaks.
- 5.8 The Council's licencing team continued to help older and more vulnerable people remain safe and independent at home by working with the NHS and care workers to support hospital discharges by helping to make sure people's homes were safe and accessible.

- 5.9 The Council's finance service has managed to support the organisational response to COVID-19 by monitoring the impact of the pandemic on the Council finances and providing central government with regular detailed information including projected and actual losses incurred through this crisis. This information is being used to support the Council argument for significant additional financial support from Central Government while at the same time finance staff have still been managing to prepare the Council's year-end financial statements within the statutory deadlines.
- 5.10 The Council's front-line housing service needed to find a way to continue to operate entirely remotely while at the same time responding to new Government policy in relation to immediately accommodating people who were living on the streets at the time. The housing service also saw a significant increase in homelessness enquiries and the number of households that had to be provided with temporary accommodation also increased markedly during this period.
- 5.11 The Council's cemetery has unfortunately had to respond to the increased number of funerals and burials in the borough, including for people who had died from Covid-19. As well as relying on Council staff to conduct internments, additional grounds maintenance staff have had to be deployed and extra heavy equipment hired to create additional grave spaces, while further safety and social distancing arrangements have had to be put in place.
- 5.12 The core statutory planning service has also continued throughout this period operating remotely to continue to process planning applications within statutory timescales. In addition, with significant support and preparations by the Council's legal and democratic services team, it was possible to successfully commence with the Council's first virtual Planning Committee meetings.
- 5.13 The HR and Payroll service also had a key role in supporting managers and staff during the emergency response, ensuring that they had the advice they needed, providing up to date guidance on health matters, leave, overtime and wellbeing issues aligned to the evolving national guidance. The team have produced 8 separate sets of guidance for staff and managers since the start of the Pandemic.
- 5.14 The Council's legal and democratic services team continued to ensure that the Council's actions during the emergency period were informed by timely legal advice and had a key role in delivering the changes that were needed in relation to contracts and the establishment of virtual Committee meetings.

- 5.15 Maintaining the operation of essential services was particularly challenging given the need to reallocate Council staff into the emergency response and later into the planning of the recovery, the impact of staff sickness and the number of staff shielding or caring for vulnerable dependants (details of which are set out later in this report), and because many of the Council's front-line services relied on staff physically being present in the workplace at a time when understandably there was a lot of fear and anxiety in the general population during the official lock down.
- 5.16 Services such a Grounds Maintenance, Countryside and Parking were temporary suspended with staffing prioritised for essential services and staff redeployed to support with the delivery of Meals at Home. Operational services operated in a flexible and fluid way to ensure that priorities were managed and delivered during an extremely challenging period. This particular group of staff were out and about dealing with every day matters on the front line during the pandemic. The front line response ensuring essential services are delivered has been impressive.
- 5.17 While the Council has succeeded in continuing to operate essential large scale services like refuse and recycling collection throughout the pandemic crisis, the service has also had to respond to significant shifts in resident behaviour and the graphs below covering May and June illustrate. Interestingly the Council collected 12% more glass overall as part of the 4,324 tonnes of rubbish that the Council has recycled through the pandemic.



- 5.18 Another important task for Council staff during this period has been managing the safe and orderly suspension of other services. For example, the temporary closure of the Council's Health and Wellbeing Centre involved careful assessment of the needs of all the service users to ensure that alternative arrangements were put in place for their wellbeing. The temporary closure of the Epsom Playhouse, involved contacting the production companies of all the shows that had bookings to explore if they could be rescheduled for another time, and contacting customers to arrange refunds.

5.19 Maintaining essential front-line operations during this period has also relied in part on securing an adequate supply of Personal Protective Equipment (PPE) and hand sanitisers. For example for staff preparing and delivering meals to the homes of medically vulnerable older people. The government guidance on PPE has been a challenge as it has been updated regularly, however recognising the priority given to NHS and Social Care workers, the Council has been able to source and sustain the levels of PPE needed for front-line staff. The Council's cleaning contractor Churchill were also very supportive in obtaining dispensers and adequate supplies of sanitizers.

5.20 Establishing a Community Hub

5.21 The impact of the Covid-19 restrictions, including lockdown, caused significant inconvenience for most of the population. The impact was particularly severe on those 900 residents who were already known to be vulnerable from their existing use of council services, such as being registered for help with household bin pull outs and who all required the Community Hub to make contact. These vulnerable people might be reliant on neighbours, family or friends for other help during lockdown, such as help with shopping or medication collection.

5.22 In addition there was another emerging population of those who had been determined to be Extremely Clinically Vulnerable and therefore required to self-isolate (initially until the end of June 2020) and were known as shielded.

5.23 The Council created a Community Hub on 25 March 2020 and located in the Town Hall and was set up to ensure all residents who were known to be vulnerable and those registered, following strict clinical criteria, as shielding would be contacted and offered support during the Covid-19 emergency.

5.24 As the start of the Covid-19 crisis, key staff from a range of Council services actively came forward to volunteer from less-urgent service areas to help establish the Community Hub, initially operating seven days a week including bank holidays, and they were joined by additional volunteers from the community and local Councillors working remotely.

5.25 The Community Hub had a key role in making welfare calls to the borough's most vulnerable and socially isolated residents and ensuring that they had the information, essential supplies (eg food and medication) and support services they needed. To date, the Council made some 10,000 calls to vulnerable residents during the pandemic.

- 5.26 The government had identified the shielded population as the priority for welfare calls. The Community Hub started making welfare calls to the shielded and the vulnerable residents simultaneously. To assist with this task and to ensure initial contact could be made urgently, a small number of Members, who had offered their help, were asked to take over the welfare calls to the vulnerable residents and the Community Hub then focussed on making contact with the medially shielded.
- 5.27 Initially there was great uncertainty about the numbers of shielding residents within the borough. However, as of June 2020 there are 2,536 identified shielded residents within the borough. This growth in the shielded population was the result of further refinement by GPs of their patient data, referrals from hospital consultants as well as changes in NHS guidance on the nature of who should be shielded.
- 5.28 The shielded data was released to Surrey County Council by central government in stages with the first cohort data being provided to the Community Hub in the last week in March 2020.
- 5.29 Between March and June 2020 there have been 3 main cohorts of shielded data released to the borough's Community Hub.

Category	Number of new shielded residents	Date of release
Cohort 1	1015	24 March 2020
Cohort 2	781	13 April 2020
Cohort 3	740	4 May 2020
TOTAL	2536	

- 5.30 The success of the Community Hub was heavily reliant on effective partnership working with a range of statutory partners and voluntary organisations. Not exclusively but the following organisation had regular contact with the Hub:
- Age Concern Epsom and Ewell
 - Say Well
 - Surrey police
 - Central Surrey Voluntary action (CSVA)
 - Surrey County Council Adult Social Care
 - Brigitte trust
 - Mary Frances Trust
 - British Red Cross

- 5.31 Age Concern Epsom and Ewell (ACEE) provide essential support to the older residents within the borough and during the Covid19 emergency ACEE provided essential support to qualifying residents including shopping and medication collection and delivery services as well as befriending and welfare checks. The rapid mobilisation of Age Concern's support offer contributed significantly in the success in making that important initial contact with vulnerable residents and the provision of essential services throughout the emergency. Their involvement greatly reduced the demands on the Community Hub and many shielded residents who were eligible for support from ACEE were directly referred into their service.
- 5.32 The overwhelming response to welfare calls to both the vulnerable and shielded population has been very positive. Those shielded residents in the later cohorts were often unaware they were identified as shielding or of the need for them to self-isolate.
- 5.33 Community safety was the primary consideration for the Community Hub. The welfare calls to the vulnerable and shielded populations were essential and in addition to providing a friendly voice during the emergency, they were able to check that the resident had sufficient arrangements in place for the duration of the self-isolating period.
- 5.34 Amongst the welfare checks performed during the call was assurance that sufficient food and medicines were in place both at the time of the call but also for the duration of the self-isolating period. At times the callers identified urgent need for food and arrangements were made to get a food box delivered from the central distribution centre at The Spectrum in Guildford. There were numerous occasions where emergency collections of medications were needed and the Community Hub would refer urgent request to the council's Borough Emergency Control Centre (BECC) so that a driver could be dispatched to collect and deliver the medication.
- 5.35 Welfare checkers also explored whether there were any emotional, loneliness or mental health issues in which case, further support was offered or referrals into other services made as appropriate and follow up welfare calls would remain in place to ensure no one was left alone.
- 5.36 Prolonged periods of self-isolation can give rise to significant risks to an individual's welfare. In situations where, despite numerous attempts at contacting a shielding individual, no contact could be made, there was a team of welfare checkers, both staff and suitably safety checked volunteers, who were dispatched to visit the shielded resident in person
- 5.37 This welfare visit was to ensure the persons safety and that the matter did not require to be escalated further. The local Police Community Support Officers (PSCOs) also provided support for welfare checks where appropriate and worked closely and effectively with the Community Hub.

- 5.38 Shielded and vulnerable borough residents were well looked after by referrals from the Community Hub into other existing council community services including Meals at Home service, local shopping service or emergency medication deliveries. With the expansion of Meals at Home service during the pandemic the Council provided a special meal on VE Day so that resident could enjoy a celebratory meal in the comfort of their own home. A number of staff including the Leadership Team volunteered their time to deliver the meals which were well received on this special day.
- 5.39 There were occasions when serious safeguarding concerns were identified by welfare callers. The Hub managed such instances promptly and with great care and developed close and effective working relationships with local GPs, Adult Social Care and our local Beat Police Officers in addressing these concerns and ensuring appropriate referrals were made.
- 5.40 The Hub followed up every case to ensure expected action was taken and that no shielded resident was missed or not responded to by the relevant organisation.
- 5.41 The types of services required varied widely, with mental health becoming more significant as the period of self-isolation continued. Below is an illustrative list of the types of support or assistance required by both the vulnerable and shielded populations:
- Mental health/dementia concerns
 - Safeguarding (including domestic abuse and social care needs)
 - Food parcels
 - Meals
 - Medication and delivery of prescriptions
 - Supermarket delivery slots
 - Central government communications (questions over how long they need to stay shielded for)
 - Signposting on to other services
 - Befriending and loneliness became an increasing issue as weeks went on
 - Medical transport
- 5.42 By June 2020, many of those who are shielding were content to call the dedicated support number and did not need on-going proactive telephone support. However there remain a significant minority, approximately 150 – 200, who continue to receive regular calls from the Hub.
- 5.43 The nature of the Community Hub is such that should there be a resurgence in Covid19 infections and self-isolation be extended or reintroduced for the shielded population at a national or local level, the capacity exists to respond appropriately.

6 Additional Support for Local Businesses and individuals

- 6.1 As well as the Borough Council taking on a core role in the supporting more vulnerable residents through the Community Hub, the Council also took on a central role in supporting local businesses including the allocation of new national funding through the Council's revenues and benefits service.

Small Business Grant Fund and Retail, Hospitality and Leisure Grant Fund.

- 6.2 On 11 and 17 March, the Government announced financial support for small businesses, and businesses in the retail, hospitality and leisure sectors, in the form of two grant funding schemes to be administered by Local Authorities.
- 6.3 Eligible businesses who applied would receive one-off grants of either £10,000 or £25,000. The Council received £11.576m Government funding for the schemes on 1 April 2020, and officers acted immediately to start distributing these funds to eligible local businesses. By the end of the first full week following receipt of the funds (5–12 April), a combined £3.2m in grants had been paid out by Epsom and Ewell Borough Council to 199 eligible businesses across the Borough.
- 6.4 In total, 840 businesses have been identified as eligible for funding across the Borough, and by 14 June, 710 (or 85%) of these have already been allocated £9.68m in grant funding. The Council is working hard to ensure that as much of the money as possible is taken up by local businesses but this is challenging given how many have ceased operations during the lock down.

Local Discretionary Grant Scheme

- 6.5 In May 2020, the Government announced a further Discretionary Grant Scheme Fund to assist those small businesses that do not qualify for the above Small Business Grant or the Retail, Hospitality and Leisure Grant.
- 6.6 The Council can award up to a total of £556,750 between eligible businesses in the Borough, which will be funded by the Government.
- 6.7 The criteria for EEBBC's Discretionary Grant Scheme was agreed under Delegated Authority (#585). Applications were open online to businesses until 19 June. In week commencing 22 June, applications are due to be assessed, with awards of up to £10,000 available for eligible businesses.

Business Rates Relief

- 6.8 In addition to the above Grant Schemes, the Government announced in March 2020 a series of business rates reliefs to further support business. The reliefs include Expanded Retail and Nursery Discounts of up to 100% for eligible businesses, which the Council has implemented and issued revised business rates bills to those eligible businesses. Over 400 businesses now have no business rates to pay for 2020/21

Council Tax Hardship Fund

- 6.9 As well as support for businesses, the Government awarded the Council £344,000 in Hardship Funding for residents, which is being used as set out in the government guidance to provide relief for individual council taxpayers who receive Council Tax Support.
- 6.10 By the middle of June 1707 current Council Tax Support recipients have been awarded relief totalling £255,497. Hardship relief will be automatically awarded to anyone awarded Council Tax Support throughout 2020/21

Suspension of Charging in Car Parks

- 6.11 For the period 2 April to 14 June 2020, the Council suspended charging in the majority of its car parks (all except for Town Hall, Hope Lodge and at Bourne Hall), as a means of providing further financial support to both residents and businesses in the Borough. The decisions to suspend charging in some car parks and then reintroduce charging in line with the 2020/21 rates were agreed under Delegated Authority (decisions #575, #578 & #586).

Support for Commercial Tenants of Council Properties

- 6.12 The Council has supported those of its commercial tenants who have requested assistance, by offering the option of deferring one quarter's rental payment (typically the March to June quarter), to assist with the tenants' cashflow during lockdown. The rent will still be payable to the Council, by the end of the current financial year (i.e. it is just a deferral, not a write-off). This support was agreed under Delegated Authority decision #571.

Re-Opening Highstreets

- 6.13 Following government guidance that non-essential shops can re-open from 15 June and that restaurants and pubs may open in July, a Task Force chaired by Epsom & Ewell Borough Council has been established to support local retailers and high street businesses to safely open and welcome shoppers back to their stores.
- 6.14 The Task Force includes economic development specialists alongside key business representatives such as the Business Improvement District, the Ashley Centre and Epsom Square, and other partners such as Surrey County Council and Surrey Police and is supported by key Council staff including staff from the Council's venues service. By harnessing the combined experience of each partner, the group will ensure that the borough's high streets and shopping parades are safe and welcoming places to shop and spend time. The Task Force's work is supported by a Government grant of £71,000.

7 The response regarding Council staff

- 7.1 Since a major incident was declared across Surrey on 19 March 2020 the Council has been fully reliant on its workforce in order to provide an effective and coordinated approach. In turn our staff have needed to respond and adapt in a variety of different ways to the rapidly changing circumstances including taking on new roles, working with different colleagues and working in new ways. This has had a number of implications which have had to be carefully managed from the start of the pandemic which have been particularly complex.
- 7.2 Our staff have worked incredibly hard during the pandemic and have adapted quickly and positively to the challenge at hand. Our operating model for managing and supporting our staff has completely changed during this emergency period as the delivery, suspension, and/or operating conditions for services has had to be aligned with rapidly evolving guidance from central government and Public Health England on the wide range of issues and risks resulting from this virus.
- 7.3 Our areas of focus for managing Council staff have been as follows:
- Operate in a way that keeps Council staff safe and minimises the risk to them and service users
 - Provide staff with timely information and advice
 - Support multi agency arrangements, including communications
 - Take an active role in multi-agency co-ordination, both strategic and tactical.
 - Ensure the Council's arrangements dovetail with the evolving requirements of the Surrey-wide Local Reliance Forum and provide data as required

- Enable Epsom & Ewell Borough Council to continue to provide essential services to the community
- Inform the public about reduced service levels
- Prepare and plan for recovery
- Consider short, medium and long term implications

7.4 It has also been necessary to redeploy a significant number of existing Council staff into new teams working on priority activities on the emergency response, delivering essential services, supporting vulnerable people through the new community hub, or coordinating the recovery stages. Our staff have stepped up and taken on these new roles with commitment and dedication.

7.5 We have been so impressed by our staff who have rolled their sleeves up and got on with this work, sometimes under extremely difficult circumstances and while coping with their own concerns and anxieties.

7.6 Sickness / Self Isolation / Shielding

7.6.1 Of course all of this work is against a backdrop of staff who themselves have fallen to COVID19 with a number of staff who have been off sick, self-isolating or shielding themselves. Our workforce has been significantly affected and in the early weeks of the pandemic in March and April the Council was having to operate with a significantly reduced level of staff.

7.6.2 Statistical reporting on COVID-19 staffing absence and at risk groups has been collated by HR and updated on a regular and often daily basis as the reporting requirements have changed as the situation has evolved.

7.6.3 The table below shows the number of employees who are in different categories dependent upon personal circumstances:

Category	Number of Staff	Percentage of Workforce
Care for a dependant - working from home	12	3.8%
Care for a dependant - unable to work from home	0	0%
Building or office closure - working from home	86	27.6%
Building or office closure - unable to work from home	0	0%

Category A - clinically extremely vulnerable Shielding – (NHS advised) working from home	1	0.3%
Category A - clinically extremely vulnerable Shielding – (NHS advised) unable to work from home	1	0.3%
Category B - clinically vulnerable - working from home	48	15.4%
Category B - clinically vulnerable - unable to work from home	27	8.7%
Redeployed (BECC, Community Hub, Meals at Home, IMT, COVID Secure, Recovery Team, Cemeteries Support, High Street Task Force) *this does not include those employees redeployed within operational services	48	15.2%

- 7.7 During the emergency response key services needed support to ensure we were meeting the needs of essential services and supporting the new services that were asked of us by central government. A number of staff offered their help to support services with an increasing work load due to COVID-19 and this has been greatly appreciated.
- 7.8 During March, 187 days were lost to those who were self-isolating and unable to work from home and 99 days were lost to those who were absent from work with COVID19 symptoms.
- 7.9 During March, 78 employees were absent from work due to sickness this represents 25% of the workforce. 45 employees were absent due to Coronavirus symptoms of self-isolation which represents 14% of the workforce.
- 7.10 During April, 10 days were lost to those who were self-isolating and unable to work from home and 149 days were lost to those who were absent from work with COVID19 symptoms.
- 7.11 During April 20 employees were absent due to Coronavirus symptoms and self-isolation which represents 6% of the workforce.
- 7.12 During May, 32 days were lost to those who were self-isolating and unable to work from home and 48 days were lost to those who were absent from work with COVID19 symptoms.

- 7.13 During May, 18 employees were absent from work due to sickness which represents 5.6% of the workforce. 7 employees were absent due to Coronavirus symptoms of self-isolation which represents 2% of the workforce.
- 7.14 There have been a number of sensitives to deal with in managing those with health conditions, stress and anxiety bereavement, domestic abuse and isolation. The HR team have been available to provide confidential advice and support with these more complex employment matters.
- 7.15 Support has been provided via a number of routes namely online and telephone counselling through the Council Employee Assistance program and the Council's Mental Health First Aiders. The team have also sought to provide support and additional information by signposting to other platforms such as Surrey Health and NHS support. There was also on-going engagement with the Staff Consultative Group as part of the Council's ongoing commitment to effective employee relations and to help with the changing requirements placed on staff in this on-going emergency situation.
- 7.16 There has also been an outpouring of gratitude and support for all our staff during the pandemic which has helped to lift spirits and boost morale at this time. Some of this support has included:
- A personal letters of thanks and support to all staff from the Chief Executive
 - Two personal letters of thanks from the Chair and Vice Chairman of Strategy & Resources
 - Letters and emails from members of the public
 - Special signs and notes left for our refuse crews
- 7.17 One of the most important roles that HR undertakes is to ensure that all staff are paid. This includes collating payroll data, ensuring that adequate checks are completed and the BACS is signed off for payment. The service had continued to ensure that all pay and allowances have been paid on time and in line with regulations.
- 7.18 It is very clear that the current situation has presented challenges and new ways of working for many staff but the Council's One Team approach has certainly helped to ensure that the response has been prompt, compassionate and robust.
- 7.19 Managing through the recovery**

- 7.20 As part of the recovery phase managers have been working on how they will recover their services going forward to meet both the challenges created by COVID-19, but also how arrangements will return to some form of normality in due course. As part of this recovery process feedback has been obtained on how staff have adapted to more agile working practices such as homeworking and worked differently, in order to identify both the successes and the areas that need further work.
- 7.21 Regular engagement has taken place with staff to get their feedback and just check in with how they are feeling. This has helped maintain morale and productivity and is helping build much needed emotional resilience.
- 7.22 The ICT service is continuing to respond to and plan for the need for greater staff agility, building greater service resilience and flexibility, including enabling more services to be accessed on-line and modernising remaining manual paper based systems.
- 7.23 COVID-19 is, and has been for a number of months a difficult and anxious time for all of our workforce as we have navigated through the unique circumstances. The lockdown, the lack of face to face social contact with many staff working from home can have impacts on their health and well-being. The workforce has been working hard and fatigue is setting in. Staff have been encouraged to take annual leave in the coming months to ensure they will be able to have an adequate break and much needed rest.
- 7.24 The Council is very proud of how its staff have responded to COVID-19 as it is an anxious and challenging situation. Many of our officers are working to continue delivering critical services to ensure our residents receive the services they need.
- 7.25 The workforce have been amazing and have demonstrated real commitment in continuing their work, adapting to change and ensuring that the Council has responded compassionately and robustly to the pandemic.

Next steps and capturing lessons learnt

- 7.26 While the Council should feel rightly proud of its response to date to the Covid-19 emergency, it has been very challenging and there are bound to be lessons to learn that would be helpful in informing the Council's response to future emergencies. A report on lessons learnt will be considered by the Audit, Crime and Disorder and Scrutiny Committee later this year.

- 7.27 While the Council is simultaneously managing the local operational response to the continued emergency situation, and managing the progressive recovery of services, it also needs to be alert and ready for the risk of further surges in Covid-19 virus infection and potential future lockdowns that may occur at a national or local level, including actions that may arise from the new Test and Trace arrangements. The challenge continues to be significant. At the same time the Council must start to consider how services and resources need to adapt around a post-Covid environment, recognising that customer behaviour and local needs have been impacted in profound ways, and that new urgent priorities have emerged such as the recovery of our high streets and local economy and helping people back into work.
- 7.28 There are also significant financial uncertainties for the Council arising from Covid-19 which are set out in a separate report on this agenda. This will be an additional challenge for the Council to consider and navigate through as part of the on-going recovery process.

8 Legal or other duties

8.1 Impact Assessment

8.1.1 None

8.2 Crime & Disorder

8.2.1 The Council has continued to work with the Police to try and respond to concerns about anti social behaviour during the lockdown and during the recovery period as more facilities have opened.

8.3 Safeguarding

8.3.1 A key role of the Community Hub described in this report has been to identify and respond to any safeguarding concerns that arise through contact with local residents.

8.4 Dependencies

8.4.1 As part of the on-going emergency, the Council's emergency response is still aligned to the Surrey-wide Local Resilience Forum. The Council's ability to respond to the pandemic emergency and its aftermath will continue to depend on the availability of Council staff and there being sufficient financial resources.

9 Financial Implications

- 9.1 **Section 151 Officer's comments:** The far-reaching financial implications associated with the Covid-19 Pandemic are addressed in full in a separate report on this same agenda.

10 Legal Implications

- 10.1 None arising from the contents of this report.
- 10.2 **Monitoring Officer's comments:** None arising from the contents of this report.

11 Policies, Plans & Partnerships

- 11.1 **Council's Key Priorities:** This will impact of the delivery of the Council's new four year plan and 6 new themes: Green& Vibrant; Safe & Well, Cultural & Creative; Opportunity & Prosperity, Smart & Connected; Effective Council
- 11.2 **Service Plans:** The Covid-19 Pandemic was not included within the Council's Plan for 2020/21, however these are being updated to reflect the impact of Covid 19 on all services and the financial and staffing resources available to deliver priorities in 2020/21.
- 11.3 **Climate & Environmental Impact of recommendations:** The impact of coronavirus on the environment is likely to see reduced pollution in the Borough with less traffic and air travel and great numbers of local people walking and cycling. Staff have been encouraged to work from home and will continue to do so. Moving into the Recovery phase a key principal will be for a green recovery which can build upon working remotely and greater use of technology
- 11.4 **Sustainability Policy & Community Safety Implications:** The Council has continued to work closely with the police regarding issues or concerns that have arisen during the pandemic and extended lock-down period.
- 11.5 **Partnerships:** the Council have been part of a multi agency partnership approach to dealing with the emergency, working with health, Surrey County Council, Surrey Fire and Rescue Service, Surrey Police, local voluntary sector organisations and other partners.

12 Background papers

- 12.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- None

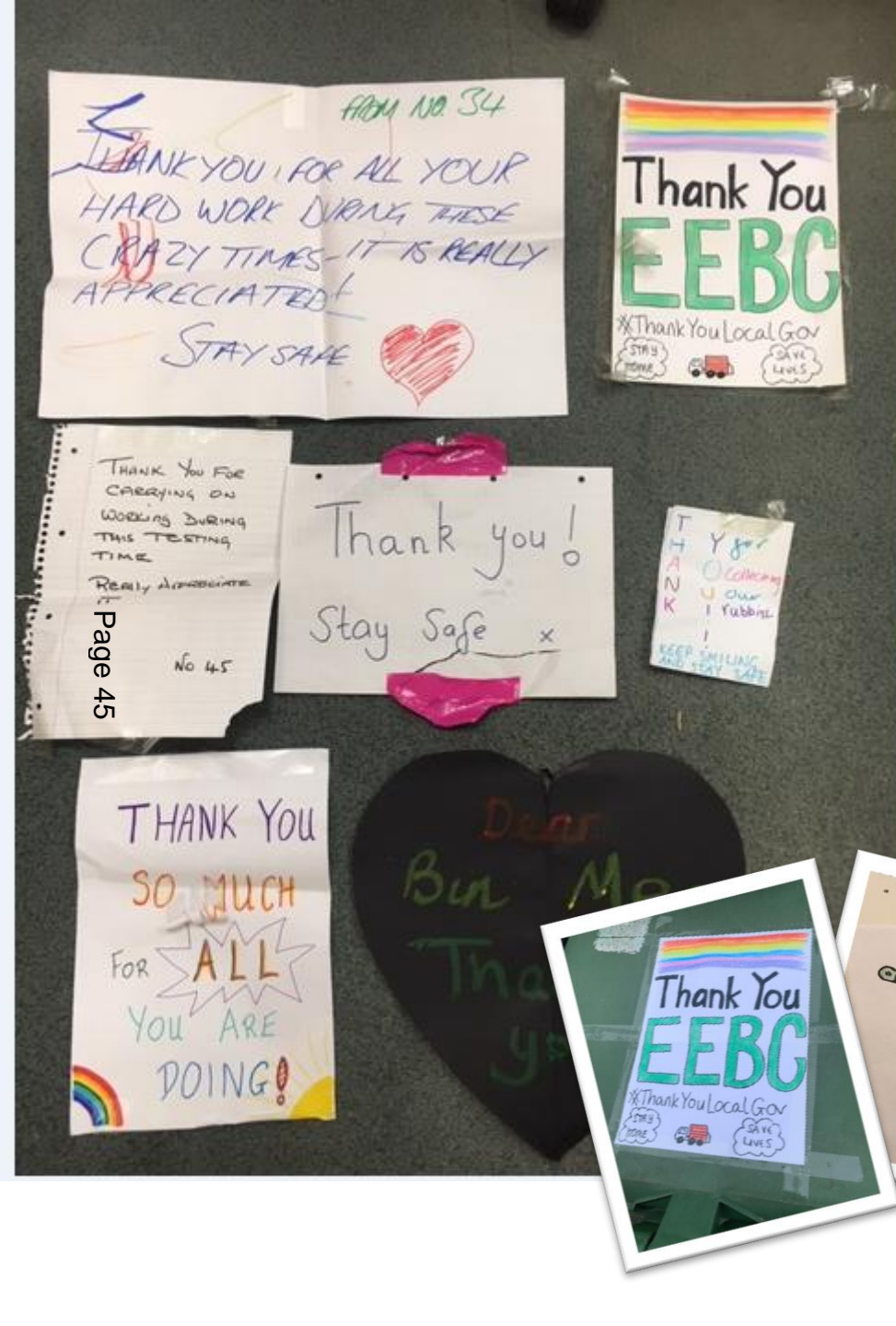
Examples of thank you messages received from residents

Thank you to all the local council workers, waste collectors, street cleaners, emergency planners and others who are keeping the country moving during the #coronavirus outbreak. We are all so grateful for the work you do.

@EpsomEwellBC I know we are very lucky locally to have so many staff going above and beyond to keep core services going and reaching out to those in our community in need of help. As the minister says we are unbelievably grateful for work you are doing.

“A huge thank you to all the borough employees who are helping to support the community at this difficult time.”

Annex 6
Agenda Item 6



THANK YOU

FOR THE GOOD WORK and looking



after us. YOU ARE MUCH APPRECIATED 🙌

Refuse technicians,
you so much for the work
doing, protecting us all
our gangs and classes,
our environment,
to you all the truck/boys
of you that empty our bins
the year that empty
thank you.
-S and the public
uch.

THANK YOU

Dear "Garden Waste"
refuse collectors!
Thank you!
Please enjoy
XXX

THANK YOU SO MUCH

FOR ALL YOU ARE DOING!

THANK You very much Stay Safe.

Thank You for Collecting Our Rubbish



Thank-you! "from the bottom of our bins!!"

Thank You EERO

Thank You Local Gov

STAY HOME



SAVE LIVES

Dear Bin collector
I am so happy you are feeling well and still collecting our bins. We are very proud of you and your team for helping us. Hope you soon get your job back.
Thank you!

Keep on going!

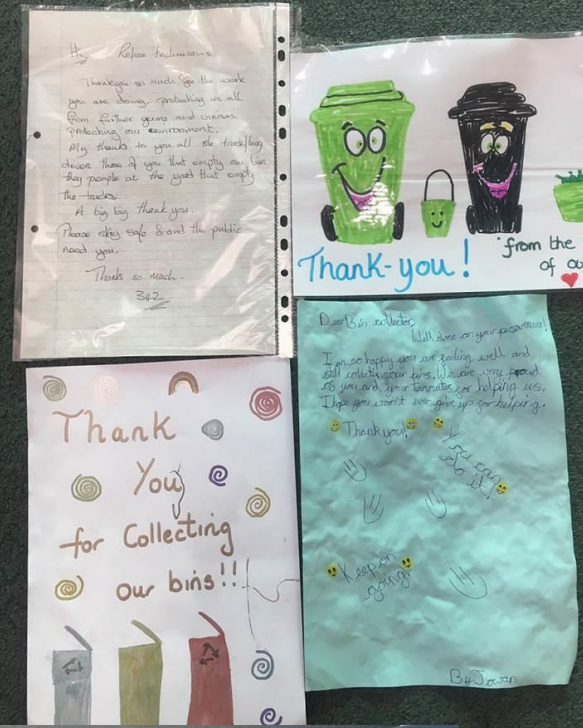
Thank You for Collecting our bins!!!

THANK YOU for Collecting our Rubbish

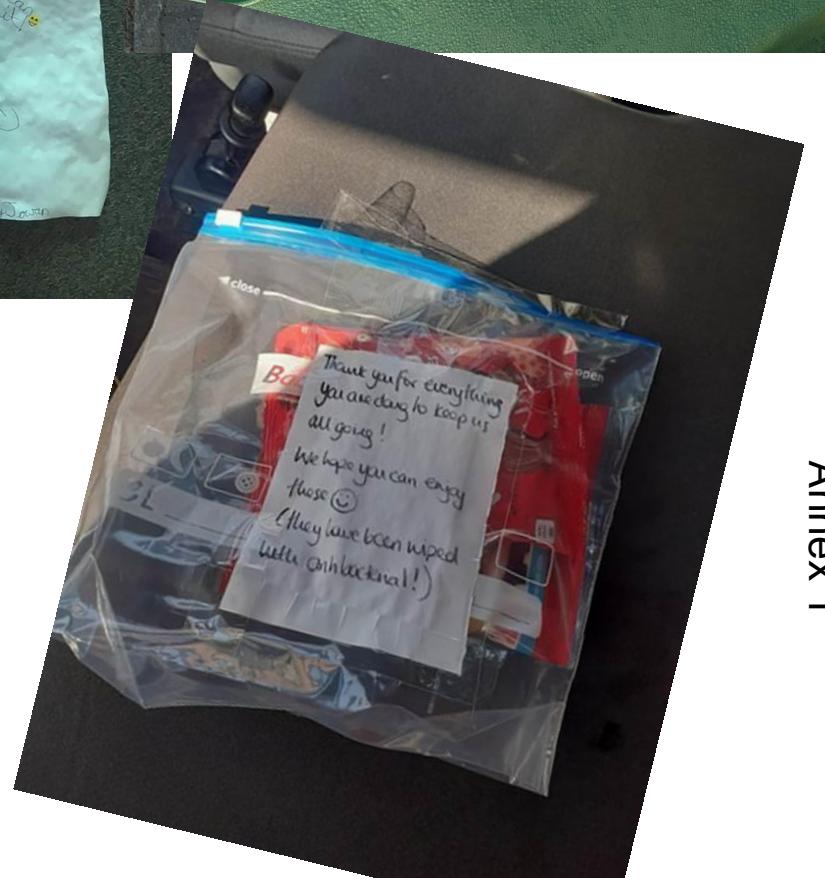
THANK YOU FOR CARRYING ON WORKING DURING THIS TESTING TIME REALLY APPRECIATE IT

Agenda Item 6 Annex 1

Examples of thank you messages from residents to council staff pinned to refuse and recycling containers



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Agenda Item 6
Annex 1



We are very thankful to EEBC for making our life run smoothly through various services. Keep up the good works.

Message received via Facebook this morning:
I would just like to say a massive THANKS to the staff at Epsom and Ewell for supporting us during this 12 week lockdown, regular phone calls to see how we are doing and offers of help.

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Thanks to all of the EEBC staff that are currently working both on the phones and out and about and for always being so cheery during the current situation

@EpsomEwellBC I would like to say a massive thank you to all your dustmen for all the hard work they do its extremely appreciated

Just to say a big thank you to all of you for keeping our waste and recycling collections going, and a massive thank you for collecting our garden waste today. Can get some gardening done again, hurrah.
Well done for everything in this strange and troublesome time, STAY SAFE all of you.

Annex 1
Agenda Item 6

Having spoken to Mrs A, she is very grateful for all our help and support and overwhelmed with the support she has been getting.

I just received a call from Ms B, who wanted to compliment Epsom and Ewell Council on what we are doing to help residents. She was extremely impressed with the call she received from our Community Hub, and said that the questions asked and the help offered was very kind, and that it was such a nice phone call to receive. She also said how grateful she is for the Operational Services crew to still be emptying rubbish and working hard. She said Epsom and Ewell Council are doing a fantastic job all round.

Thank you so much for your help in this matter and for all you and your colleagues are doing during the current situation. My best wishes to you all and thank you on behalf of the community you are supporting.

Another resident wanted to compliment Epsom and Ewell Council on what we are doing to help residents, saying she was “extremely impressed with the call she received” from our Community Hub and said that “the questions asked and the help offered was very kind, and that it was such a nice phone call to receive”. She also said how grateful she is for the Operational Services crew to still be emptying rubbish and working hard. Epsom and Ewell Council are doing a fantastic job all round.

Thank you to all concerned for the thoughtfulness and hard work that went into the preparation and delivery of the V.D dinner. It was very much appreciated and enjoyable and I am very grateful to you all.

Thank you so much for your help at this difficult time. I love your visit, little chat and lovely smile. I appreciate all you do. Keep safe and many thanks. *Pat*

Community Hub mini case studies



Case Study 3:

The Community Hub Team were contacted in April by a woman who had recently moved into the area with her three young children, two of whom were shielding for medical reasons. She had no friends or family in the local area that she could call on for support and help with essential supplies

The Community Hub team helped her access food parcels, register for online supermarket delivery slots and linked up the family to the NHS responders for medical and other essential supplies. They also helped her with her social isolation by calling her each week to discuss any issues that she had.

Case Study 1:

The Community Hub was contacted by a single man living at home with his elderly father who had dementia. He was struggling with his father's care and that due to lockdown was unable to get the additional support as his father was too anxious about COVID.

The Community Hub Team facilitated the support of the GP, Epsom and Ewell Adult Social Care and Dementia Navigator service for additional support and guidance during lockdown. The resident's own emotional health improved significantly due to the support received and the continued 'check-ins' from the team.

Case Study 4:

A young mum was contacted by the Community Hub as she needed help sourcing specialist food for one of her children due to a medical condition that also required the family to self isolate. Unable to access the special food by the usual means and in the waiting process for a priority shopping service with the supermarket, she was in urgent need of assistance. The Community Hub Team responded by making an on-the-day emergency shop with the specialist supplies she needed for her child and helped ensure that she was able to access the priority shopping service from the supermarket to meet the special needs of her family going forward.

Case Study 2:

The Community Hub Team called an 88yr old, man living alone. He was very lonely, unsure of how, or where, to secure support, and becoming increasingly desperate. The Team immediately arranged the shopping service via Age Concern Epsom and Ewell and then continued to call him every week, gradually introducing, and discussing his options for on-going support to reduce isolation. He was referred by the team to the Brigitte Trust for support and the Community Hub continued their relationship until things has stabilised and he was able to cope again.

Case Study 5:

An elderly woman who was shielding was contacted by the Community Hub for a general welfare check. She had food and medication but was upset about her elderly husband who had just been admitted to hospital and, because of Covid19, the hospital was not allowing her to visit him. Added to this she had been contacted by her housing association who she felt had been insensitive. The Community Hub was able to offer words of comfort and make sure a wider network of support was available and spoke with the housing association to arrange for someone else to make contact with her. The woman was called each week to ensure she was coping and receiving the support she needed. Unfortunately her husband passed away within a few weeks but there Council was able to be there for her to offer support, comfort and a listening ear.



The friendly voice of the Council throughout the Pandemic



Preparing and delivering food parcels and essential supplies for those unable to leave their homes during the Pandemic

75 VE DAY

To celebrate VE Day, Council staff volunteered their time to cook and deliver of a special hot roast dinner to almost 200 our older and most vulnerable residents



Helping re-open our high streets by making them safe and welcoming



WE ARE OPEN
SHOP SAFE & BE KIND!

LET'S LOOK OUT FOR EACH OTHER!

#WeAreOpen
Remember to follow the latest government guidelines

European Union
European Regional Development Fund

HM Government

EPSOM EWELL BOROUGH COUNCIL

SHOP SMART
FOR A SAFER BOROUGH

WE ARE OPEN
SHOP SAFE & BE KIND!

PLEASE FOLLOW THESE SIMPLE STEPS

- KEEP SOCIALLY SAFE
- CLEAN YOUR HANDS
- STAY ALERT!
- FOLLOW THE SIGNAGE
- PAY WITH CONTACTLESS
- PLEASE BE PATIENT

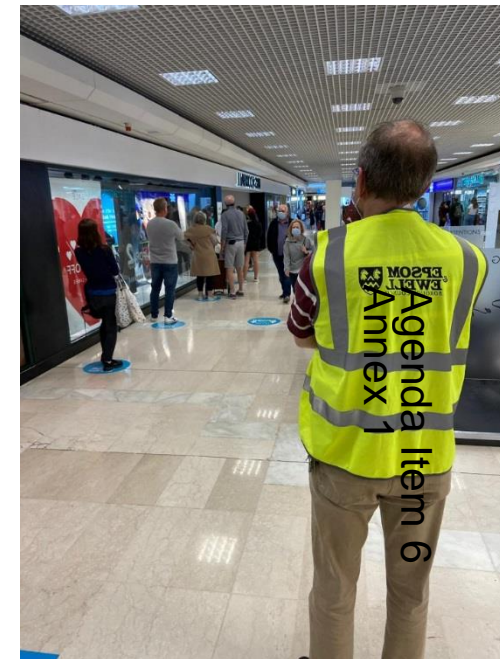
LET'S LOOK OUT FOR EACH OTHER!

#WeAreOpen
Remember to follow the latest government guidelines

European Union
European Regional Development Fund

HM Government

EPSOM EWELL BOROUGH COUNCIL



Letter to all Members of staff

MEMBERS ROOM

Dear Colleagues

In these extraordinary times, when already many of you are facing new and unexpected challenges, Clive and I want to express, on behalf of all Members, our support and thanks for what you have all been doing in your various roles and for the important work you are preparing to do in the future.

In line with the emergency services and our schools, local government is seen as one of the key public services that will need to continue to function in support of the elderly, the vulnerable, the financially insecure and those affected by coronavirus itself. You will, of course, be responding to those community needs whilst dealing with many of the challenges to your own family and personal lives that are being faced by our residents. Clive and I hope that you and your families manage to keep safe and well during this time.

Going forward we know that for many of you your roles will change through the taking on of new responsibilities, working in new areas of service provision, doubling up and covering where there are gaps. Our thanks to all of you, whatever your role, for your part in the on-going delivery of our services to residents.

The future will be challenging but Clive and I will use all the legal powers, influence and contacts we have to support you in your work for our residents.

With all good wishes

Eber Kington & Clive Smitheram

Chairman of Strategy and Resources & Vice Chairman of Strategy and Resources

To All EEBC Staff

When Clive and I first wrote to you towards the beginning of the Covid-19 crisis you were already preparing for major changes in work patterns and service roles. Since then there has been a massive strategic shift for the Council with many of you taking up those new positions and providing new services such as prescription runs and door to door welfare checks for the more vulnerable members of our community. We'd like to thank all of you who have stepped up and taken on these new roles. Your commitment and dedication has been both outstanding and inspiring.

We also know that that many of you are continuing to work in your service areas, but under much more challenging circumstances, and as Councillors we are seeing so much goodwill and appreciation amongst our residents for your work in keeping those basic services going. Providing the normal, when so much of our residents' life is not normal, is as vital to our community's well-being as is ensuring that the vulnerable and those living alone are supported. We thank you. It makes us proud when we hear so many positive comments about the valuable work that you are doing.

We also know that many of you have been working from home in a variety of capacities, and that in itself can present challenges. Working remotely is not easy, with colleagues and information not always as readily accessible. It can also be isolating. We thank you for adapting to meet the challenges, supporting the team effort and for keeping essential services going in these difficult times.

Whatever your role, and wherever your current place of work, we wish you well and we urge you to stay safe. But above all we thank you for the work you have already undertaken, and which we know you will continue to do until, as a community and a nation, we come through this Covid-19 crisis.

With all our good wishes

Eber

Councillor Eber Kington

Chairman of Strategy & Resources

Clive

Councillor Clive Smitheram

Vice Chairman of Strategy & Resources

Example letters to all staff from the Chief Executive

Kathryn Beldon CPFA
Chief Executive



To All Staff
By email

Town Hall
The Parade
Epsom
Surrey
KT18 5BY

Main Number (01372) 732000
Text 07960 080202
www.epsom-ewell.gov.uk
DX 30713 Epsom

Date 3 April 2020

Contact
Direct line Kathryn Beldon
01372 732104
Email kbeldon@epsom-ewell.gov.uk

Dear Team

COVID-19 Update

All our lives have significantly changed during the past few weeks with the outbreak of COVID-19. It was not that long ago that we were preparing for the end of the financial year and planning for all the things that were ahead of us for 2020/21.

It has humbled me to see how you have all adapted over the past weeks, moving from a Council that prides itself on delivery and enhancing the lives of our residents to focusing on how to keep us all safe and well during this difficult time.

This change has happened in a very short space of time, and has meant that we have all had to make significant adjustments not only to our working lives but at home too.

I appreciate that personally some of you will be deeply affected by the government imposed changes and that the concerns for not just you but your families will also be at the forefront of your minds.

We have taken steps to support you in your role, moving where possible to home working in line with government advice and seeking to ensure that where people are working to deliver front line services, social distancing is observed.

I would especially like to thank all of the staff who have been out in our community, delivering those essential services such as refuse collection, working in our newly formed Community Hub making calls out to the most vulnerable in our community and to those staff who have been working as part of our emergency response.

This is a challenging time for us all and while the Council continues to respond to the emerging situation we need to ensure that we look after all our staff and create capacity and resilience across our front line services and emergency response.

In order for us to achieve this you may be asked to attend the Depot or Town Hall to support the emergency response in the coming weeks. I know that you will all rise to the challenge like we have done so far and that I can count on your support. The teams have worked so hard over the past few weeks and we need to maintain this momentum over a potentially prolonged period.

We are working on resourcing over the coming days and I would ask you to bear with us while we establish who is needed where.

We are also working on further guidance and FAQs on some of the key concerns that are being raised and we hope to have this with you early next week.

Please may I clarify that access to the Town Hall is restricted to staff working on the emergency response and those who are involved in ensuring critical business activities continue. As you know, the Town Hall has been closed to visitors and members of the public for two weeks now to protect staff who are working in the building by reducing the risk of spreading the virus through unnecessary contact.

Once again I would like to say a huge thank you to you all for doing your bit to ensure the Council is in a strong position to respond to the emergency. Without your support and commitment our residents would not be as well placed to see this through.

I hope that you and your families are well and that you all continue to keep in good health.

Yours sincerely

Kathryn Beldon
Chief Executive

Kathryn Beldon CPFA
Chief Executive



To All Staff

Town Hall
The Parade
Epsom
Surrey
KT18 5BY

Main Number (01372) 732000
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Date 17 April 2020

Contact
Direct line Kathryn Beldon
01372 732104
Email kbeldon@epsom-ewell.gov.uk

Hello Everyone

To say we're living through uncertain times is an understatement. And everywhere I look, I see examples of our EEBC colleagues stepping up and stepping forward to make a difference in our community. I am also really pleased to see that our residents are also appreciating the work you are doing and being so generous with the chocolates!

It isn't just been about responding to the pandemic. We've also dealt with a fire in the Community & Wellbeing Centre, rumours of water shortages and even been prepared to respond if required to a suspicious package in Nonsuch Park.

Business as usual has now become 'business as unusual' – and we are changing to meet the demands thrown at us by global circumstances out of our control.

Many of you are adapting to working from home as the Town Hall is restricted to emergency response staff only. This is a challenge, both for our technology and for our ways of working. Where we're used to seeing each other in the corridors and offices, we're now moving to Skype, email and phone contact. This feels very strange, especially in a close-knit team such as the one we have at EEBC.

We don't know what the next few weeks will hold. As we move into a different phase of the crisis response, you may be asked to support your colleagues in the Borough Emergency Control Centre, or on other critical frontline services.

I recognise that some of you may have concerns about what this will mean for you, especially at a time of continued social distancing. I want to reassure you that we're taking action to protect the welfare and safety of you all. This includes:

- Providing anti-bacterial wipes and hand sanitisers throughout our offices, and increasing the frequency of office, community centre and shared vehicle cleaning
- Enabling staff to work from home wherever possible – meaning that there is more space for our emergency response teams in the office
- Empowering managers to manage their teams in new ways

We are looking to increase our remote working capacity in the near future and will let everyone have the new log in details as soon as this has been tested. We're now using GoToMeeting for teleconferences and video conferences. If you need to use this functionality please see the ICT page on E-hub for a list of organisers who can set this up for you. We are also exploring how we can hold virtual planning committees using GoToWebinar.

You are doing a tremendous job under the most difficult of circumstances – thank you.

Staff updates

In amongst all of this change, there are some staff changes which I'd like to keep you up to date on.

Many of you will know that Ruth Ormella has left for a new role at Basingstoke & Deane, with her role being covered by 18 months by Viv Evans. Ruth will be sadly missed, and I'm looking forward to welcoming Viv back to EEBC.

We've also welcomed Neil Hopkins to EEBC. Neil is our interim Communications and Engagement Manager, and is currently supporting the team with the Covid-19 Response.

And finally, as many of you may know, Christine Tyne was due to retire and Lorraine Adams, known as Lolly, my new personal assistant has started in the last two weeks - it has certainly been a bit of a baptism of fire. I am delighted to say Christine has agreed to temporarily postpone her departure to help us with our response to Covid-19.

We are sharing Staff Updates on a regular basis, so please do continue to look out for those. I will do my best to keep you up to date as well.

Stay safe, and stay well.

Yours sincerely

Kathryn Beldon
Chief Executive

Kathryn Beldon CPFA
Chief Executive



Town Hall
The Parade
Epsom
Surrey
KT18 5BY

Main Number (01372) 732000
Text 07960 080202
www.epsom-ewell.gov.uk
DX 30713 Epsom

Date 5 June 2020

Contact
Direct line Kathryn Beldon
01372 732104
Email kbeldon@epsom-ewell.gov.uk

Dear

These last few weeks have been some of the most difficult we can remember, with the world facing an unprecedented – and ever changing – challenge.

There is a lot of information out there, and I know that some of you do not have ready access to EHub and email messages. This is why I wanted to write to you at home.

We've achieved an incredible amount in recent weeks to support the residents and businesses in our Borough, and that has only been possible thanks to the resilience, positivity and flexibility of you, our workforce.

Many council roles will not hit the news headlines in the same way as the emergency services, the NHS or other response agencies. However, without your contribution our families, friends, neighbours and businesses would be in even greater difficulty. From our frontline operational staff to those ensuring we contact the people needing our help and the countless back office roles which have kept the council's services running in challenging circumstances, I want to thank you for everything you're doing and ensure that you know how much you are valued and appreciated.

Every single one of you is vital to the EEBC effort and I recognise that it hasn't been easy. We are all experiencing our own very personal challenges in dealing with this situation. You may be worrying about loved ones, feeling isolated or unwell, or struggling to juggle work and childcare. Some of you have taken on new and unfamiliar tasks. Many of you have been asked to work from home and have had to adapt to a very different way of working. Some of you have remained at home to protect yourself and others. Whatever your circumstances, I recognise that you may feel anxious or uncertain at times.

Please look after yourselves. The attached document provides contact details for our Mental Health First Aiders and Employee Assistance Programme. Your manager and the HR team are available to listen to your concerns and will also be able to signpost you to a wider range of resources which are available to support your physical and mental wellbeing.

We're reviewing the advice from the Government about what happens next. We will need to study the details and decide what we need to do ourselves very carefully. You'll be updated as this work progresses.

We are not there yet, but I have every confidence that we will overcome this challenge through your shared contributions. Please remember that you are doing an amazing job and you should feel very proud of what has been achieved - I certainly am.

Best wishes to you and your loved ones. Stay safe.

Yours sincerely

Kathryn Beldon
Chief Executive

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COVID19
RESPONSE
**SUPPORTING
OUR
COMMUNITY**
THE STORY
SO FAR...



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SURREY COMMUNITY HELPLINE
0300 200 1008
[EPSOM-EWELL.GOV.UK/CORONAVIRUS](https://www.epsom-ewell.gov.uk/coronavirus)

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Staffing numbers on the emergency response



11 BECC

and **5** Incident Management team staff

13 Community Hub staff

15 Front-line Response staff

12 Community Hub volunteers

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Council's Emergency Response



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Annex 4
Agenda Item 6

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SLRF RECOVERY SUBGROUPS

- Children & Young People
- Health & Social Care
- Public Finance
- Workforce
- Economy and Retail
- Transport and Travel
- Community, Volunteering, Faith
- Place, Physical Environment, Climate Change, Air Pollution

EEBC Recovery Structure – Covid19

RECOVERY COORDINATING TEAM

PROGRAMME SUPPORT

DECISION TRACKER/ RISK LOG/ PRIORITIES

SERVICE PRIORITIES AND WORKFORCE

Cell lead: Gillian McTaggart
 Focus: the workforce, and the wider issue of prioritising the services to be part of the recovery and how they will be prioritised and delivered

- Prioritise services for recovery
- Associated timetable and action plan
- Key decisions and upcoming events
- Staffing – staff engagement, return to work, agile working, etc.
- Revised working practices
- Internal and around the borough public events

FINANCIAL IMPACT

Cell lead: Lee Duffy
 Focus: the impact of Covid 19 on the Council's current finances, support the corporate response and the financial standing for the future

- New budget
- Section 114
- Expenditure control
- Financial support
- Capital projects
- Works
- Provisional projections

MEMBERS RECOVERY CELL
Cell Lead: Eber Kington
 Focus: Consider key strategic issues associated with recovery

- Recovery for committees
- Recovery priorities, inc key risks
- Prioritised schedule of services and project for recovery for committees
- Review agreement to detail pent up demand for services
- Consider response to Government Recovery Plan

DEMOCRACY

Cell Lead: Amardip Healey
 Focus: the Council's legal responsibilities and the democratic arrangements to support the recovery process

- Committees
- Legislation expiry dates
- New legislation
- Decisions required
- Mayor/Deputy Mayor
- Council Tax petition

ECONOMIC DEVELOPMENT

Cell lead: Simon Matthews
 Focus: securing economic recovery within the Borough

- Options report
- Support for local business

Agenda Item 6 Annex 5

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Terms of Reference

Membership

Cllr Eber Kington
Clive Smitheram
Cllr Liz Frost
Cllr Barry Nash
Cllr Hannah Dalton
Cllr Kate Chinn

Scope

Elected Members have an important role supporting their communities during the response and recovery phases on an incident. In addition, as part of the Council's emergency planning arrangements the named Epsom & Ewell Members have been professionally trained to undertake an additional role in support of the Council's overall communications effort. This includes representing the Council in the media, including television and radio interviews and providing a link between Members and officers during the emergency period. As communications can be very difficult in the immediate aftermath of a major incident for a variety of reasons, the Member Communications Cell have an important role in helping to overcome these challenges to ensure that effective communications takes place throughout the emergency period.

As media relations in an emergency incident are crucial and can often be an important factor in determining how well and accurately (or otherwise) the Council and Emergency Services are reported as dealing with the situation, Members from the Communications Cell may be approached to give media statements and interviews.

To ensure that the Council provides consistent and accurate communications messages, Members will be fully briefed. Any Council communication with the media will be in accordance with the agreed procedures and, and where relevant (particularly in the early stages), in consultation with the relevant agencies, such as the police and fire services.

Meeting arrangements and frequency

Regular meetings will be held as required. Where appropriate these meetings will be held virtually using video conferencing using GoToMeeting.

Reporting Arrangements

Member Communications Cell forms part of the Council's emergency response and therefore agreed priorities and actions will be fed into the BECC (Borough Emergency Control Centre).

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Member Recovery Cell

Terms of Reference

Membership

Cllr Eber Kington (Chairman)

Cllr Clive Smitheram (Vice Chairman)

Cllr Liz Frost

Cllr Neil Dallen

Cllr John Beckett

Cllr Barry Nash

Cllr Hannah Dalton

Cllr David Reeve

Cllr Clive Woodbridge

Cllr Kate Chinn

Scope

The scope of work of the MRC is to ensure that the Council has carefully considered key strategic issues associated with the Recovery Phase of the Covid-19 emergency and has put in place plans to enable the smooth transition to a new normality of Council service delivery. The MRC will ensure that:

- There is a plan setting out when the Council and Committees will next meet based on key decisions that require Member approval.
- Strategic priorities for the Council during the recovery phase, including critical projects such as the timing of the Regulation 18 consultation, are agreed.
- There is a schedule of services and capital programme items prioritised for recovery, based on financial, service and reputational considerations.
- There is an understanding of the key risks associated with the recovery phase through the review of the regularly updated Risk Register.
- Areas of potential pent-up demand from residents/customers are identified and actions put in place to mitigate the risk of individual services becoming overwhelmed.
- Consideration is given to potential scenarios for EEBC, associated with the Government's recovery strategy and phased return, so that the Council is as prepared as it can be.

Out of Scope

- The emergency response
- The Community Hub response
- Decisions taken by Committees as they restart
- On-going business as usual activities
- Staff management issues
- Decisions taken by other partners such as SCG or SCC
- Prioritised schedule of future key public events in the borough for the coming year (either organised or supported by the Council)
- Actions to address the consequential budget deficit
- Consideration of the utilisation of future government grant funding associated with Covid-19 crisis
- Consideration of lessons from the Covid-19 crisis that could inform new better ways of working for both Members and staff
- Consideration of options for actively supporting the local economy and local businesses during their own recovery

Meeting arrangements and frequency

Given the dependencies between the different elements of recovery, meetings will take place with the Member Recovery Cell as a whole supported by the Chief Executive and Chief Operating Officer.

The meetings will be held virtually using video conferencing using GoToMeeting.

The meetings will take place fortnightly with agendas emailed in advance and notes taken by the Covid 19 Programme Manager. Additional meetings may need to be arranged to accommodate urgent decisions or volume of work.

The work of the Member Recovery Cell will conclude when the borough emergency in relation to Covid-19 has been formally stepped down and normal decision making arrangements are in place.

Reporting Arrangements

Member Recovery Cell forms part of the Council's emergency response for Covid-19 and therefore agreed priorities and actions will be fed into the BECC (Borough Emergency Control Centre).

High Streets Recovery Task Force

Terms of Reference

Purpose

To take a collaborative approach to supporting the recovery of our retail and hospitality businesses that were impacted by the Covid-19 lockdown, by creating a safe and welcoming environment for everyone.

Membership of the Task Group

Damian Roberts, Chief Operating Officer (Chair)

Karen Pengelly, Town Centre Manager, Business Improvement District (BID)

Dave Beddows, Manager of the Ashley Centre

Mayad Rassem and Steve Lucas, Epsom Square

Inspector John Vale, Borough Commander, Surrey Police

Nick Healey, Surrey Highways, Surrey County Council

Ian Dyer, Head of Operational Services (and Market Place) at the Council

Neil Hopkins, Communications Manager at the Council

Julia Owen, Economic Development Officer, at the Council

Our focus

Ensure that the businesses (customer facing businesses including shops and hospitality) have access to or are signposted to the latest guidance and advice to create and manage a safe environment for their customers and staff

Encouraging ownership and cooperation by businesses for actively managing the safety of their queuing customers on the public footway and other shared public spaces

Explore options for keeping key public spaces safe where it is likely that the capacity of these spaces could be exceeded.

Support customers and visitors to the Town Centre to maintain their safety and wellbeing

Promote the Town Centre and High Streets across the Borough as a safe and welcoming places that is open for business and customers

Key outputs

Overall action plan

Press communications promoting the joint work being undertaken by the Task Force to make the Town and High Streets safe and welcoming place for customers

On-line access/sign posting to latest guidance and emerging good practice for local businesses

Options for managing congestion (eg queuing in-store, staggered opening times for businesses, queuing from one direction ie from the left, or timed tickets to avoid the need to stand in long queues)

Specific advice to businesses in key locations regarding options for managing queuing by their customers in public spaces

A plan for dealing with those key shared public spaces in a consistent way where there is a greater likelihood that capacity will be exceeded

Communications Plan to underpin the above addressing both business communications and customer/resident communications (including agreed shared key messages (eg “let’s be socially safe”, consistent signage, posters, social media etc)

The Task Force, is a “task and finish group” holding virtual meetings as required.

FINANCIAL IMPACT OF COVID-19

Head of Service: Lee Duffy, Chief Finance Officer

Wards affected: (All Wards);

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Appendices (attached):

Summary

This report sets-out the financial impact of Covid-19 on the Council in the first quarter of 2020/21, and details funding sources to mitigate the impact.

Recommendation (s)

The Council is asked to:

- (1) **Notes the projected £2.5m deficit caused by Covid-19 in the first quarter of 2020/21;**
- (2) **Supports the continued lobbying of Central Government for further financial support.**

1 Reason for Recommendation

- 1.1 This report sets out the impact of COVID-19 on the Council's finances for the first quarter of 2020/21 and as agreed by Strategy & Resources Committee on 2 July 2020 shows how these losses are financed for the period. Agreeing the recommendations will enable the Council to continue to put pressure on the Government for additional funding to mitigate the adverse financial impact of Covid-19

2 Background

- 2.1 The Council approved its budget for 2020/21 and a new four year MTFS in February 2020. At that time, the Council was unaware of the impact that COVID-19 would have on its services and finances.
- 2.2 Since the outbreak, the Council has suspended a number of non-priority services and scaled back on a number of other services.

3 Impact on Council Finances for Quarter 1 of 2020/21

- 3.1 As a result of the government imposed restrictions and changes made to services, the Council has experienced significant reductions in commercial income and increases in expenditure to manage the crisis.
- 3.2 Commercial income for the purpose of this report is defined as revenues generated from parking, the venues (including the Playhouse, Ewell Court House, Bourne Hall, Community & Wellbeing Centre and Rainbow Leisure Centre), property rents and other income from services delivered directly to the public.
- 3.3 The estimated cost of dealing with COVID-19 for the first quarter of 2020/21 is expected to be £2,496,000 as shown in the following Table 1:

Table 1 - Council Losses due to Covid-19	April 2020	May 2020	June 2020	Total Quarter 1
	£'000	£'000	£'000	£'000
A. Direct COVID-19 expenditure	91	40	40	171
B. Homelessness	87	70	70	227
C. Losses on fees & charges	568	569	569	1,706
D. Losses on commercial property income	296	48	48	392
Total	1,042	727	727	2,496

A. Direct COVID-19 Expenditure

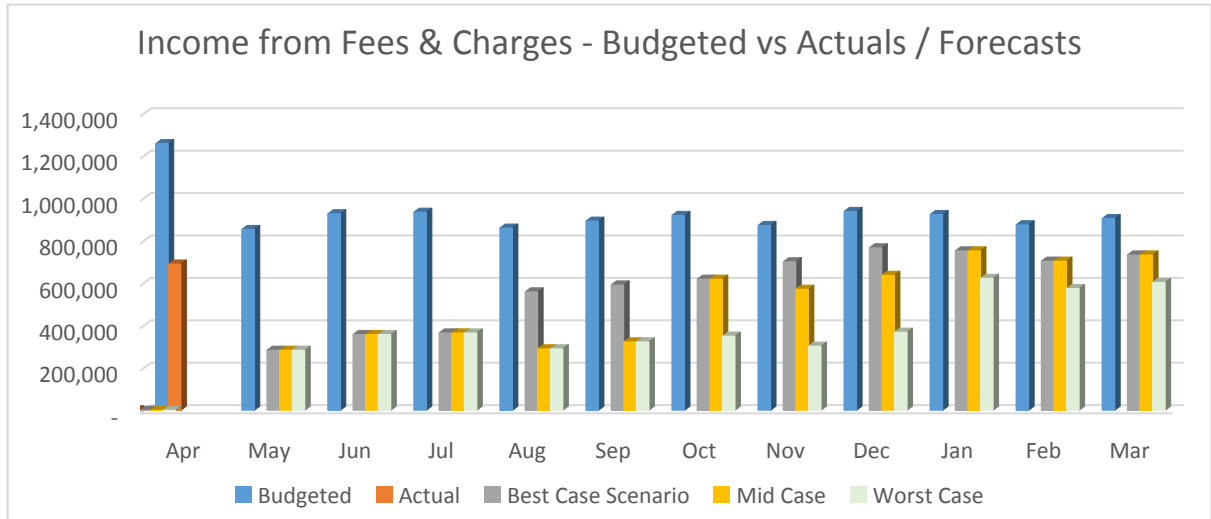
- 3.4 The Council has had to incur additional expenditure on personal protective equipment (PPE) for frontline staff dealing with the public, the cost of groceries to provide food packages to vulnerable residents within the Borough and the purchase of additional IT equipment to facilitate the running of Council services remotely to assist key staff in working from home.

B. Homelessness

- 3.5 The Council is currently accommodating 19 additional households in temporary accommodation as a result of Covid-19, and has had to block-book additional accommodation to secure additional capacity to deal with potential surges in demand. The additional costs of managing homelessness in quarter 1 are projected at £227,000.

C. Losses of Income from Fees & Charges

- 3.6 Income from services has been severely hit during the outbreak. With budgeted income from fees and charges of around £900,000 per month (£11m per annum), this area represents the greatest financial risk for the Council, both in the short and long term. With the implementation of measures to deal with COVID-19, the Council has seen its income from fees & charges drop to below £300,000 per month.
- 3.7 The following service areas are most affected by the crisis in terms of monthly losses.
- 3.8 Car parks - £350k loss per month. Parking charges were suspended from 2nd April except for at the Town Hall, Hope Lodge and at Bourne Hall. Reinstating the charges will increase income for the Council but can be expected to be below pre-COVID-19 for a significantly period of time if not permanently.
- 3.9 Refuse - £30k loss per month (mainly trade waste). Once businesses recommence trading it is anticipated for this source income to return. A risk is a number of traders may cease business due to the crisis and this will impact on the long term income for the Council from this service.
- 3.10 Venues - £80k loss per month. It is expected the impact of COVID-19 on these services will take a significant period of time to recover. Venues will need to demonstrate it is safe to use their facilities and the public will need to have confidence in doing so; this is expected to be a gradual process.
- 3.11 Rainbow Leisure Centre - £30k loss per month. The Council is not currently receiving the monthly management fee from our leisure services provider at the Rainbow Centre. There is a possibility that further financial support may be required to enable the supplier to continue to operate post COVID-19 – should this be necessary, this will be reported to members at the appropriate time.
- 3.12 The following chart shows the Council's budgeted income from fees and charges, compared to actual and forecast amounts collected each month, to illustrate the potential shortfall:



D. Losses on Commercial Property Income

- 3.13 The Council had budgeted to receive £1.5m income from commercial in the first quarter of 2020/21.
- 3.14 At the start of the crisis the Council agreed to allow tenants who requested and demonstrated their need for financial assistance to defer making their quarterly payments to help alleviate cashflow problems, but with the expectation that the amount due will be paid within the next 12 months.
- 3.15 To date, the Council has received £0.5m of the rent due for the first quarter, with £1m rent not collected. It is hoped that the £1m outstanding rents will be recovered within the next 12 months, however, it is prudent to highlight the risk of default and how any losses could be mitigated if they materialise. For the purpose of forecasting only, it is anticipated nearly £400k of the outstanding first quarter rents will not be paid.

Collection Fund – Business Rates

- 3.16 For 2020/21, the Council was accepted into a Surrey pool of local authorities with the potential benefit of retaining a greater share of business rates income, which for this Council was expected to generate a gain of nearly £170k.
- 3.17 The budget for 2020/21 did not include any anticipated benefit from the pool and budgeted income from business rates was set at £1.617m. However, COVID-19 is expected to have an adverse impact on the pool with anticipated losses in income from business ratepayers. The Council's external advisors are looking at a range of scenarios which could see the Council ending up with reduced income from its share of business rates by up to £600k for 2020/21.

Collection Fund – Council Tax

- 3.18 At the end of April 2020, council tax receipts were 5.5% down compared to April 2019. If the level of recovery remains at this level throughout 2020/21, this would materialise in a loss on the collection fund of £3.6m, with EEBC's share of the loss being £375k.
- 3.19 It is difficult at this stage to predict the final position on council tax, as non-payment in April may not necessarily result in non-recovery of the debt for 2020/21. Individual households will be recalculating finances and looking to access other methods of financial support during the early stages of the crisis. This means that the fund could be experiencing a delay in receipts rather than non-payment altogether.
- 3.20 The position on council tax income should become clearer later in the year when the level of risk of non-payment can be reassessed.
- 3.21 The Government has provided hardship funding of £344k; these funds are not for the Council to retain, but are used to assist council tax payers who are experiencing hardship.

4 Recovery of Suspended Services

- 4.1 Any recommencement of services will need to be carried out in accordance with government guidance.
- 4.2 Guidance will affect how services can be delivered - for example, observing social distancing – and the time needed to re-establish a new level of normality.
- 4.3 The Council's recovery is also likely to be impacted by its ongoing responsibilities towards (and protection of) its vulnerable residents in the shielded group.
- 4.4 Any resumption of services is likely to require time to enable public confidence to grow, as residents and customers gradually gain assurance that it is safe to resume using our services.
- 4.5 The Council will need to be sufficiently resourced to deliver its services. Therefore, before any services are resumed, it should be established how the service can be delivered and funded, in light of potential changes required to service delivery.

5 Available Funding

Government Support

- 5.1 To date the Government has agreed one-off funding specifically for EEBC totalling £820,901.

- 5.2 Government has also provided £11m funding for local businesses through the small business grant schemes, £4k funding for rough sleepers and £344k hardship funding for council taxpayers.
- 5.3 The £11m received for supporting local businesses has been paid to the Council on the basis that these monies are then directly paid out to eligible local businesses in the form of grants, the Council will not retain any surplus allocation or be liable for any shortfall as this will be topped up by Central Government.
- 5.4 The £344k Hardship Funding is being used as set out in the government guidance to provide relief for individual council taxpayers experiencing hardship.

Council's Reserves

- 5.5 The level of usable reserves as included in the provisional final outturn for 2019/20 is £17.9m. This consists of £3.4m general unallocated reserves and £14m held in earmarked strategic reserves which are for specific purposes.
- 5.6 The Council may need to utilise some of the strategic reserves to fund losses arising as a result of the crisis. The most appropriate use of these reserves would be as follows, balances shown are as at 31 March 2020.
- 5.7 Property Income Equalisation Reserve holds a balance of £3.6m and can be used to fund any losses on commercial property rental income
- 5.8 Business Rates Equalisation Reserve holds a balance of £1m and can be used to fund any losses on retained income from business rates and council tax.
- 5.9 Interest Equalisation Reserve holds a balance of £0.4m and can be used to fund any reduced income from treasury management.
- 5.10 Corporate Project Reserve holds a balance of £3.5m and can be used to fund any specific losses or costs resulting from COVID-19 not covered by government funding or the above use of reserves.

Savings

- 5.11 The Council is currently experiencing losses of over £700k per month, with no clear indication when it will see an end to the impact of COVID-19 on its finances. Therefore, for the Council to remain sustainable it will need to identify alternative savings that can be used to deliver a long-term viable budget.

Possibility of capitalising losses

5.12 Nationally, Councils are lobbying the government to provide local authorities with the option of capitalising losses generated from coronavirus. This would allow significant one off losses from suspending activities such as parking to be spread over a significant period and funded by long term borrowing, thereby reducing the immediate impact on Council revenue budgets.

6 Impact on the Council's Reserves in 2020/21

6.1 To forecast the impact on the Council's reserves in 2020/21, it is anticipated that there will be three distinct periods to any recovery, and that these periods may last different durations depending on a best, mid or worst case scenario as follows:

Period	Best Case	Mid Case	Worst Case
Lockdown	Apr - Jun	Apr - Aug	Apr - Dec
Unlocking/Recovery	Jul - Sept	Sept - Dec	Jan – Mar
Normality Restored	Oct - Mar	Jan - Mar	2021/2022

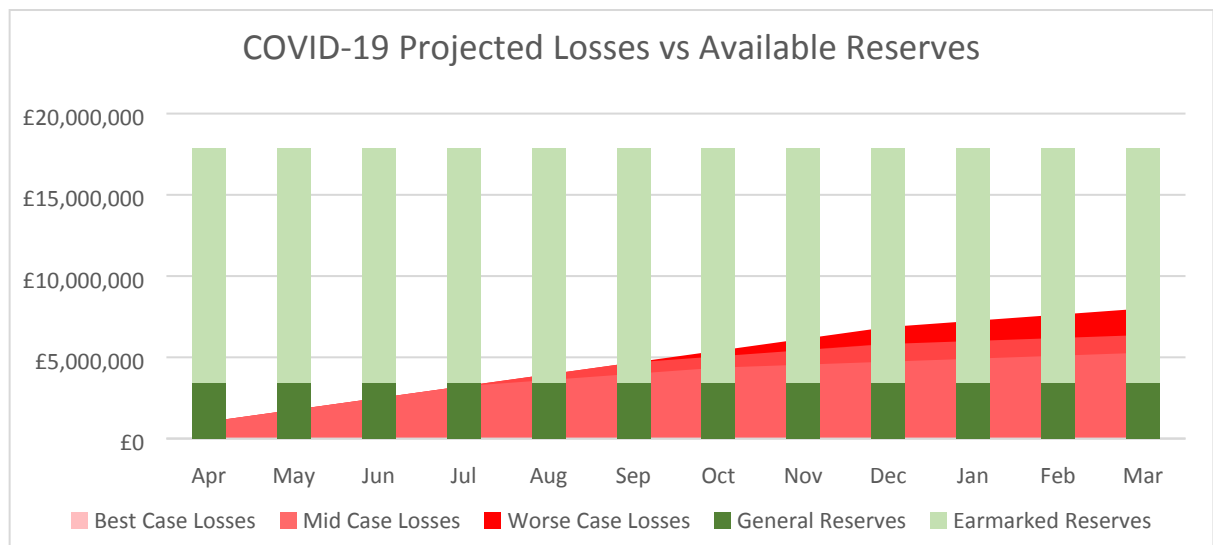
6.2 During the first period - 'Lockdown' - there is minimal commercial income from services. In the second period, 'Unlocking', commercial income starts to recover but between 20% to 50% down on pre-Covid levels. The final period is 'Normality', when demand for services stabilises at a level that and can be considered the new normal for the foreseeable future. Some services may never fully recover to pre-Covid levels.

6.3 The forecast losses in 2020/21 in each of the three scenarios is set out in the following table:

2020/21 Forecast losses in each scenario	Best Case £'000	Mid Case £'000	Worst Case £'000
Lockdown	2,498	3,954	6,865
Unlocking/Recovery	1,140	1,520	1,140
Normality Restored	1,101	551	
Total Cost / Losses 2020/21	4,739	6,025	8,005

6.4 Based on the forecasts, the Council could be facing losses between £4.7m to £8m, which would require funding by the end of 2020/21.

- 6.5 The Council’s useable reserves at nearly £18m could sustain these losses for 2020/21, but they should not be relied on as a medium to long-term solution to fund the deficit in the Council’s finances caused by Covid-19. Any strategic reserves used to finance losses will need to be replenished over time, which would require further savings or additional income to be found.
- 6.6 The following chart demonstrates the proportion of the Council’s reserves (shown in green) that could be consumed by losses (shown in red) in each of the three scenarios in 2020/21:



- 6.7 Based on the worst case scenario, almost half of the Council’s useable reserves would be depleted by the end of the current financial year. Should the worst case scenario subsequently continue throughout 2021/22, it is predicted that useable reserves would be almost fully depleted by the end of next financial year.
- 6.8 The general fund reserve stands at £3.4 million as at the 31 March 2020 and is unlikely to be able to fully fund the crisis for 2020/21, as losses to the Council in each of the three scenarios are around £700k per month, meaning this reserve would be fully utilised by August. As such, funding from alternative strategic reserves and sources has been identified to fund the projected Quarter 1 deficit of **£2.5m**, as follows:

- Use government funding of **£800k** to cover additional expenditure incurred on managing COVID-19, including homelessness and contribute partly to losses on income.
- Use **£1.1m** from corporate projects reserve to offset losses in income from services in the first quarter
- Allocate corporate contingencies totalling **£200k** to fund losses.

- Use **£400k** from the property income equalisation reserve to fund potential non-recovery of rental income due on commercial property for the quarter.
- Any losses generated on the collection fund by the end of 2020/21 to be funded from the business rates equalisation reserve.

7 Risk of Section 114 Notice

- 7.1 If the financial impact of coronavirus is felt for a sustained period and without further government financial support, there will be an increased risk of the Council being unable to sustain the situation.
- 7.2 It could then become the statutory responsibility of the Council's Chief Finance Officer to make a report called a section 114 notice, if it appeared that the expenditure of the authority (including expenditure it proposes to incur) were likely to exceed the resources (including sums borrowed) available to meet that expenditure in a financial year. When a section 114 notice is served, all new expenditure is banned, with the exception of expenditure on statutory services such as refuse collection or homelessness to protect vulnerable people.
- 7.3 As the Council's financial reserves are sufficient to fund projected losses in the worst case scenario for the current year, the prospect of a S114 notice is not considered imminent at Epsom & Ewell Borough Council. However, should the worst case scenario persist for a sustained period and the Council is unable to set a balanced budget for 2021/22 taking into account reduced income levels, then the prospect of a S114 notice could come into sharper focus around the time of setting next year's budget.

8 Review of Medium Term Financial Strategy 2020-24 (MTFS) and Services

- 8.1 Once restrictions are lifted and the Council can resume delivery of its services, a review will need to be undertaken of the Council's current Medium Term Financial Strategy. It will need to be updated to reflect the new financial position of the Council, including revisions to future anticipated expenditure and income. The revised MTFS will also have to provide options on how a sustainable and deliverable budget can be achieved over the remaining three years of the plan.
- 8.2 To enable the delivery of sustainable services post-COVID19 it is essential that a review of existing services and service delivery is undertaken. The long-term impact of the crisis on the Council's finances will require some difficult decisions on existing services to deliver viable budgets for the Council for the future.

9 Impact of Fair Funding Review

- 9.1 The Government has announced that it is delaying its Fair Funding Review, which will not now be implemented for 2021/22. However, it still needs to be clarified if this delay means that the Government will continue to take the same approach on 'negative RSG' for 2021/22 as it has done in previous years, where it has been removed it from the settlement.
- 9.2 The Council's MTFS approved in February anticipated EEBC's share of retained business rates income would reduce by over £700k in 2021/22 as a result of the Fair Funding Review.

10 Risk Assessment

Legal or other duties

10.1 Impact Assessment

10.1.1 The Council will need to undertake individual service risk assessments as it reviews its service delivery and financial plans.

10.1.2 The main risk of inaction is that the Council could become financially unsustainable and ultimately, unable to continue delivering services to residents.

10.2 Crime & Disorder

10.2.1 N/a

10.3 Safeguarding

10.3.1 N/a

10.4 Dependencies

10.4.1 None

10.5 Other

10.5.1 None

11 Financial Implications

- 11.1 Should operational changes affect staffing levels or staff duties, consultation processes would be progressed as appropriate.
- 11.2 All financial implications are included in the body of the report.
- 11.3 **Section 151 Officer's comments:** The Council is currently facing an unprecedented challenge to its financial stability and sustainability. Long term plans will need to be reviewed in due course, as the Council adapts to new realities and seeks to remain financially sustainable.

12 Legal Implications

- 12.1 The Council has a statutory responsibility to set a balanced budget each year. The budget must demonstrate how expenditure plans will be funded.
- 12.2 Where this cannot be demonstrated, statutory responsibilities fall on the Chief Finance Officer (Section 151 Officer) to issue a S114 notice; the implications of issuing a S114 notice are set-out in section 7 of the report.
- 12.3 **Monitoring Officer's comments:** There are no comments arising from the contents of this report.

13 Policies, Plans & Partnerships

- 13.1 **Council's Key Priorities:** The following Key Priorities are engaged:
 - 13.1.1 The Council's Four Year Plan and Medium Term Financial Strategy 2020-24 (MTFS) were both agreed in early 2020, before the Covid-19 pandemic disrupted the country.
 - 13.1.2 The pandemic's financial impact is expected to have far reaching implications for the Council's Four Year Plan, MTFS, and service delivery.
- 13.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 13.1 **Climate & Environmental Impact of recommendations:** There are no specific particular implications climate and environmental impacts arising out of this report.
- 13.1 **Sustainability Policy & Community Safety Implications:** There are no specific particular implications for Sustainability Policy or Community Safety arising out of this report.
- 13.1 **Partnerships:** Many services are provided by the Council without the direct involvement of other agencies. There is, however, an increasing role for partnership working with others to achieve mutually agreed objectives. The benefits and risks need to be assessed in each specific case to ensure that value for money is secured and the Council's priorities are delivered in the most efficient and effective manner.

14 Background papers

- 14.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Four Year Plan 2020-2024 agreed at Full Council, 20 Jan 2020

- 2020/21 Budget and Medium Term Financial Strategy 2020-2024 agreed at Full Council, 13 Feb 2020.
- Financial Impact of COVID-19 to Strategy & Resources Committee, 2 July 2020

Other papers:

- None

MOTIONS

Head of Service:	Amardip Healy, Chief Legal Officer
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	n/a
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 - Motion 1 Appendix 2 - Motion 2 Appendix 3 - Motion 3

Summary

This report sets out notices of motions ruled in order by the Mayor in consultation with the Chief Legal Officer.

Recommendation (s)

The Council is asked to:

- (1) consider the Motions in accordance with Standing Orders.

1 Reason for Recommendation

- 1.1 The rules regarding the submission of motions to Council are set out in Part 4 of the Council's Constitution (Rules of Procedure).
- 1.2 Notices of Motions must be given in writing and delivered to the Chief Legal Officer by no later than noon on the tenth clear working day before the date of the meeting at which it was intended to be considered.
- 1.3 All motions must be relevant to some matter on which the Council has powers or duties, or which affects the Borough.
- 1.4 If notice is given of any motion which in the opinion of the Mayor, following consultation with the Chief Legal Officer, is out of order, it shall not be accepted and placed on the Agenda.

2 Background

2.1 The process and procedure for debate is set out in Part 4 of the Constitution. FCR 14.1 sets 90 minutes to deal with all motions including amendments.

2.2 The table below set out the Motions ruled in order:

Motion Number	Title	Proposer & Seconder	Committee	Responding Chairman
1	To Thank EEBC Members Staff for Their Work During the Covid-19 Emergency	Cllr E Kington (P) Cllr P O'Donovan (S)	Strategy & Resources	Cllr E Kington
2	Enforcement against cars idling	Cllr J Morris (P) Cllr D Gulland (S)	Environment and Safe Communities	Cllr N Dallen
3	To Support Action Promoting Community Cohesion, Anti-Racism, Equality and Justice	Cllr A Coley (P) Cllr H Dalton (S)	Strategy & Resources	Cllr E Kington

2.3 Each Motion will be taken in the order listed, with the proposer moving the motion and the seconder, seconding and confirming when they wish to exercise their right to speak. The proposer will have 7 minutes to move their motion and the Seconder will have 5 minutes to second.

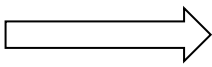
2.4 Once a Motion is opened to debate, each member will have 3 minutes to speak. Members can only speak on the debate once, unless Standing Orders allow otherwise. Speeches are timed, and Members must conclude within their allocated time.

2.5 All amendments must be in writing, proposed and seconded. Standing Orders set out the rules for debate, dealing with the process and order. If there is more than one amendment, it must be considered in turn and if it succeeds, the original motion is amended accordingly.

2.6 The process for debate is summarised below:

Process for all Motions (including Recommendations from Committees) – FCR 16.9

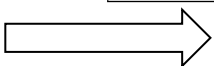
Mover of motion once moved his /her motion, speak	7 mins
Secunder to motion once seconded, to speak (unless reserved the right to speak later, <u>but must speak before relevant Committee Chairman</u>)	5 mins
Any other Member who wishes to speak in the debate (except mover of original motion or relevant Chairman)	3 mins
Secunder must have spoken	
Committee Chairman to reply to motion	5 mins
Summing up by original mover of the motion (if not chairman)	5 mins



Proceed to the vote on the motion

Process for Amendments (in writing) – FCR 16.9

Mover of amendment moves amendment and identifies seconder and speaks to the amendment	5 mins
Secunder of amendment to speak (unless reserved the right to speak later, <u>but must speak before relevant Committee Chairman</u>)	3 mins
Any other Member who wishes to speak in the debate (except mover of original motion or relevant Chairman)	3 mins
Secunder must have spoken	
Committee Chairman to reply to reply	5 mins
Mover of the original motion may reply to the amendment	3 mins



Proceed to the vote on the amendment

If the amendment is agreed it **then becomes the substantive motion before Council, which the Mayor will read out to confirm.**

Any further amendments on the same item to be moved and dealt with as above

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 No comments are provided on Motions.

3.2 Crime & Disorder

3.2.1 No comments are provided on Motions.

3.3 Safeguarding

3.3.1 No comments are provided on Motions.

3.4 Dependencies

3.4.1 No comments are provided on Motions.

3.5 Other

3.5.1 No comments are provided on Motions.

4 Financial Implications

4.1 No comments are provided on Motions.

4.2 Section 151 Officer's comments: not applicable.

5 Legal Implications

5.1 No comments are provided on Motions.

5.2 Monitoring Officer's comments: not applicable.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

No comments are provided on Motions.

6.2 **Service Plans:** No comments are provided on Motions.

6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on Motions.

6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on Motions.

6.5 **Partnerships:** No comments are provided on Motions.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- Epsom and Ewell Borough Council Constitution

Motions to Council Request Form

Proposed Title of Motion	To Thank EEBC Members Staff for Their Work During the Covid-19 Emergency
Proposer	Councillor Eber Kington
Seconder	Councillor Peter O'Donovan
Motion Set out motion in full	<p>This Council wishes to place on record its thanks and appreciation to Borough Council officers for their outstanding work in meeting the challenge of the strategic shift in the deployment of staff and resources during the Covid-19 emergency. Your work and the care shown, particularly in support of more vulnerable members of the community, has been both outstanding and inspiring.</p> <p>This Council also wishes to acknowledge the vital roles paid by those Officers providing key support for services whilst working from home, and also those members of staff who have ensured that the Council's important basic services have continued to be provided to residents during the emergency. Your contributions have been hugely appreciated and have been crucial to the work of the council over the past few weeks.</p> <p>Whatever your role, our thanks to you all</p>
Relevant Committee(s) Motion would relate to	S&R Committee
Name of the Chairman of such Committee	Councillor Eber Kington

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Motions to Council Request Form

Proposed Title of Motion	Enforcement against cars idling.
Proposer	Councillor Julie Morris
Seconder	Councillor David Gulland
Motion Set out motion in full	<p>This Council notes that:</p> <ol style="list-style-type: none"> 1. exhaust fumes contain a number of harmful gases including carbon dioxide, nitrogen dioxide, carbon monoxide and hydrocarbons linked to asthma and other lung diseases; 2. the National Institute for Health and Clinical Excellence has made recommendations about improving road-traffic-related air pollution in which it urges local authorities to raise awareness of and crack down on idling; 3. local authorities can have the power to issue fixed penalties for emissions offences and stationary idling under the Road Traffic (Vehicle Emissions)(Fixed Penalty) (England) Regulations 2002, which may be imposed when a motorist refuses to switch their engine off when asked to do so by an authorised person; 4. such a power requires an Air Quality Management Area ("AQMA") to be established, as is the case for an area of Ewell Village; 5. that an increasing number of councils have implemented No Idling Zones; <p>This Council resolves to:</p> <ol style="list-style-type: none"> a. introduce further AQMAs to other areas in the Borough, particularly those surrounding schools; b. bring forward plans to introduce No Idling Zones across Epsom & Ewell for all AQMAs, including consideration of deploying our existing enforcement officers for this purpose, and the potential of including anti-idling within the scope of enforceable functions carried out by the Council's enforcement service provider; c. explore the potential for training volunteers to collect appropriate evidence to enforce idling in key hotspots and the future designated No Idling zones across Epsom & Ewell; and d. work with relevant contractors and partners to ensure their practice supports this action and publicly report back on this work at least annually.
Relevant Committee(s) Motion would relate to	Environment & Safe Communities Committee
Name of the Chairman of such Committee	Councillor Neil Dallen

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Motions to Council Request Form

Proposed Title of Motion	To Support Action Promoting Community Cohesion, Anti-Racism, Equality and Justice
Proposer	Councillor Alex Coley
Seconder	Councillor Hannah Dalton
Motion Set out motion in full	<p>This Council notes and values the contribution that Epsom and Ewell communities and social media groups are making in support of community cohesion, anti- racism and calls for equality and justice</p> <p>In support of these local initiatives, including the “We Stand Together” movement, the Borough Council will:</p> <ol style="list-style-type: none"> I. Invite local schools to contribute to a Borough Council programme celebrating multiculturalism and the achievements of differing communities in the borough II. Use the EEBC Business Newsletter, Business Breakfasts and our conversations with the BID to raise issues of racism and prejudice in the workplace and, leading by example, encourage equality in recruitment practices, investment in unconscious bias training and other active ways to create equality. III. Use the Community Safety Partnership to encourage local people to use their voice and report hate crimes to the police, and to develop with our partners a system for monitoring the outcomes of such reporting. IV. Continue our conversations with Community Leaders to better understand how the Borough Council can best manage its services to support those communities and best use its influence to make a positive difference. V. Listen to our own staff about their experiences and create an environment where they can speak freely, and raise awareness among Officers and Members to ensure equal access to services
Relevant Committee(s) Motion would relate to	S&R Committee
Name of the Chairman of such Committee	Councillor Eber Kington

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